

Request for use of Township property

APPLICANT / ORGANIZATION INFORMATION

Full Name: _____
Last *First* *M.I.*
Address: _____
Street Address *Apartment/Unit #*

City *State* *ZIP Code*
Home Phone: () _____ Alternate Phone: () _____
E-mail Address: _____

EVENT INFORMATION

Date: _____ Location: _____
Approx. # people: _____ Activity: _____
Hours to be used: **From:** _____ **To:** _____

ALTERNATE CONTACT INFORMATION (who will be in attendance)

Full Name: _____
Last *First* *M.I.*
Address: _____
Street Address *Apartment/Unit #*

City *State* *ZIP Code*
Primary Phone: () _____ Alternate Phone: () _____

******* OFFICE USE ONLY—DO NOT WRITE BELOW THIS LINE *******

Security: \$	200.00
Rental: \$	
TOTAL: \$	

Security Deposit due **ASAP** to hold the date.
Security Deposit is refunded 2-3 business days after event inspection/ clean-up.
DEPOSIT MUST BE CASH
Rental Fee **MUST** be paid in full **2 weeks prior** to the event.

Security Deposit **PAID** by: _____ Date: _____

****Any evidence of smoking or damages at the facility will result in forfeiture of entire deposit.****

Security Deposit **RETURNED** to: _____ Date: _____

THE COMMUNITY CENTER

CONDITIONS FOR USE:

1. **THE RENTAL IS FOR COMMUNITY CENTER ONLY.** Gazebo and Reading Garden Are **NOT** included in the rental and are **PROHIBITED** from use. Loitering in Parking Lot Is **PROHIBITED**.

2. Center **MUST** be left the way you received it; Floor must be swept. Mop up major spills only.

3. **SMOKING AND VAPING ARE PROHIBITED.**

4. You may use the ice machine, half of the refrigerator, and the oven.

5. **NO** tape or decorations on the wall or hanging from the ceiling. Command and Painter's tapes allowed.

6. Rental Party shall **not** use rice, bird seed, glitter or confetti of any type in the facility or on the grounds.

7. Rental Party shall be responsible for cost to repair any damages in excess of Security Deposit.

8. Trash found in Library Drop Box will result in loss of security deposit.

9. **DO NOT CUT THE TIES OR OPEN WINDOWS!** This will result in loss of your deposit.

10. Garbage goes in the dumpster—located at the front parking lot by the bridge.

You are **NOT** permitted to enter the Community Center until **9:00AM** the day of and must be cleaned up and out by **11:00PM**.

The undersign hereby agrees to abide by the rules and regulations as stated above; to leave the facility in good, proper condition; and to report any damage done during the use of the facility to the North Versailles Police before departure of event. I further understand that any expenses to North Versailles related to damages to the center will result in a deduction or forfeit of security deposit.

Signature of Applicant

Date