

North Versailles Township
1401 Greensburg Ave., Suite 5
North Versailles, PA 15137
(412)823-6602

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; Tables may be moved but put back in original place. 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