



WASHINGTON TOWNSHIP SANDRA S. MOSER COMMUNITY ROOM RENTAL APPLICATION

<hr/> Name of Individual or Organization	<hr/> Reservation Date
<hr/> Address	<hr/> Contact Person
<hr/> City State Zip	<hr/> Contact Person Telephone Number

a.m./p.m. to

a.m./p.m.
Hours of Intended Use

Of Persons Attending

Residents: \$150.00 with \$90.00 deposit refunded within 30 days if terms are met.
Non-Resident: \$175.00 with \$100.00 deposit refunded within 30 days if terms are met.
Committee Members: \$100.00 with \$60.00 deposit refunded within 30 days if terms are met.
(Please note: This is one time per year per family at this rate.)
Meetings: \$75.00 with \$50.00 deposit refunded within 30 days if terms are met.
(This does not include use of facilities except for coffee and light refreshments).
Above rates are for four (4) hours, after that, a \$15.00 per hour fee will be charged.

I have read the attached guidelines and rules regarding use of the Sandra S. Moser Community Room and agree to comply with them as well as convey them to the event attendees. Our Certificate of Insurance accompanies this application (if applicable).

<hr/> Signature	<hr/> Today's Date
<hr/> Print Name	<hr/> Intended Use/Type of Event

NOTE: Please pick up the key at the Township Office at least one day prior to the event or before the close of business at 4:00 p.m. on Friday. The key must be returned the first business day after the event. Township Office hours are Monday through Friday, 8:00 a.m. to 4:00 p.m.

*****No Alcoholic Beverages Or Controlled Substances Are Permitted On Township Premises, Including All Parks, Preserves, Open Spaces Or Municipal Facilities*****

In The Event Of An Emergency, Please Call 911.
Any Concerns With The Room Facilities, Please Contact Brian Mohr At 610-721-0696.

FOR OFFICE USE ONLY	
<hr/> Date Deposit Received	<hr/> Deposit Received By
Cash/Check # <hr/>Payment Type Received	



WASHINGTON TOWNSHIP SANDRA S. MOSER COMMUNITY ROOM RENTAL GUIDELINES & RULES

Room Rental Guidelines

- Applications for room use request shall be made through the Township Office in person or by telephone (610-845-7760).
- Reservations for this room will be made on a first come, first serve basis.
- The room may be used for activities such as parties, showers, meetings, dinners, and other approved gatherings. The Community Room can accommodate 60 to 70 persons comfortably. It is equipped with a kitchen sink, refrigerator, microwave oven, standard stove, air conditioning and lots of counter space.
- If possible, reservations should be made 30 days in advance of the rental.

Liability:

- Individuals and groups using the Community Room facilities are held responsible for their conduct and for any damage incurred to the room; building, furnishings, or equipment while it is in their care and control.
- Washington Township in no way assumes financial responsibility for damage or loss of personal property or injuries of any kind.
- All organizations using the facility shall enclose a copy of their Certificate of Liability Insurance with this application.

Facility Care:

- Area being used is to be restored to proper room arrangement and cleanliness.
- Spills and trash should be cleaned and wiped up.
- Cleaning equipment is available for groups and individuals using the room.
- Equipment should be returned to the proper storage locations in proper condition.
- Persons reserving the facility shall supply paper products and utensils.
- Trash and garbage bags and their removal are the responsibility of the group or individual using the room.
- Kitchen area should be left in the condition in which it was found.



WASHINGTON TOWNSHIP SANDRA S. MOSER COMMUNITY ROOM RENTAL GUIDELINES & RULES

- NO items of any kind may be attached to the floor, ceiling, walls or room fixtures, doors, windows, or support poles, using nails, screws, tape, staples, tacks, adhesives, or any other means.
- The deposit for the room will be returned within 30 days when the room is found acceptable, and key is returned on the next business day.

Conduct:

- No alcoholic beverages or controlled substances are permitted on the premises.
- No smoking is permitted anywhere in the building.
- Any persons under the age of 21 must be chaperoned at all times.
- Everyone is expected to maintain proper conduct while present at any part of the property. This includes outside as well. No profane or obscene language or activities allowed.
- No more than 60-70 persons are allowed in this room at all times. If over, please check with Township Manager.
- No diapers or sanitary napkins under any circumstances are to be flushed in the toilets.
- No tables or chairs are to be taken out of the room at any time.

Rental Fees:

- Residents: \$150.00 (\$60.00 for rental and \$90.00 security deposit).
- Non Residents: \$175.00 (\$75.00 for rental and \$100.00 security deposit).
- Township Committee Members: \$100.00 (\$40.00 for rental and \$60.00 security deposit). Note: This is a one-time use per year per family at this rate for all Board, Commission and Committee Members.
- Meetings: \$75.00 (\$25.00 for rental and \$50.00 for security deposit). Does NOT include use of facilities except for coffee and light refreshments.