

PLUMSTEAD

TOWNSHIP

5186 Stump Rd  
Pipersville, PA 18947

215-766-8914  
FAX – 215-766-9831



**APPLICATION FOR USE OF TOWNSHIP FACILITY**

Date(s) Requested \_\_\_\_\_ Day(s) of Week \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

Approximate Attendance \_\_\_\_\_

Name & Address of Individual, Group Organization: \_\_\_\_\_

Name & Address of Person Making Application: \_\_\_\_\_

Contact Telephone Number: \_\_\_\_\_ E-Mail \_\_\_\_\_

Purpose of Use of Facility: \_\_\_\_\_

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**FEE SCHEDULE PER RESOLUTION 2009-04**

|                          |                      |
|--------------------------|----------------------|
| Profit Organizations     | \$35.00 Per Rental   |
| Non Profit Organizations | No Charge Per Rental |

Note: Fee must be paid in advance

**FEE CHARGED** \_\_\_\_\_ **DATE RECEIVED** \_\_\_\_\_

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Granting permission to use Township facility does not in any way constitute an endorsement of the individuals or organization’s policies or beliefs by the Township Board of Supervisors. The Township reserves the right to reject any and all applications for the use of Township facility.

I have read and accepted the attached rules and regulations for use of Township facility and will be responsible to see they are carried out and adhered to.

I hereby certify that \_\_\_\_\_ (name of organization) has fully complied with the Pennsylvania Child Protection Services Law ("CPSL"), 23 Pa. C.S. § 6301 *et seq.*, having obtained child abuse clearance and criminal record checks for all employees and volunteers who have control over or contact with children, as well as affirmations from such employees and volunteers.

**SIGNATURE OF RENTER** \_\_\_\_\_ **DATE** \_\_\_\_\_

**RETURN COMPLETED APPLICATION AND RELEASE FORM TO:**  
Plumstead Township, 5186 Stump Road, Pipersville, PA 18947  
Telephone: (215) 766-8914 Fax: (215) 766-9831

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**APPLICATION STATUS:**            **APPROVED** \_\_\_\_\_            **DENIED** \_\_\_\_\_

**BY:** \_\_\_\_\_            **DATE:** \_\_\_\_\_

**APPLICANT NOTIFIED:** **PHONE** \_\_\_\_ **MAIL** \_\_\_\_ **IN PERSON** \_\_\_\_ **FAX** \_\_\_\_ **E-MAIL** \_\_\_\_

**PUBLIC ROOM ASSIGNED:** \_\_\_\_\_

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## RELEASE FORM

KNOW ALL MEN BY THESE PRESENTS THAT, INTENDING TO BE LEGALLY BOUND HERBY,

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(Name of individual, group or organization)

Agrees to hold harmless and indemnify the Township of Plumstead, its supervisors, directors, managers, officers, agents, employees, and contractors (the "Township"), from and against any and all liability, loss, damage, expense, actions, cause of action, suits, claims or judgments arising from, resulting from, or based on the use, occupation or enjoyment by \_\_\_\_\_ of real property or

(Name of individual, group or organization)

personal property or fixtures or facilities owned or occupied or leased or held by the Township; and said \_\_\_\_\_ shall, at its own cost and expense, defend any and all suits

(Name of individual, group or organization)

which may be brought against the Township, either alone or in conjunction with others, upon any such liability or claim or cause of action and shall satisfy, pay, and discharge any and all judgments that may be recovered against the Township in such action(s) or suit(s).

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(Name of individual, group or organization)

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(Signature or Individual or Authorized Agent)

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(Date)

**This Release Form must be signed and submitted along with the Application for Use for Meeting Room**

**RULES AND REGULATIONS FOR USE OF TOWNSHIP BUILDING MEETING FACILITIES**

Township meetings, programs and activities have priority over any other use scheduled. You will be notified of any conflict and cancellation of use of public room. A Township emergency will displace a group immediately and without notice.

Facilities/public rooms are available between the hours of 9:00 am to 9:00 pm Monday through Friday; Saturday and Sunday, 10:00 am to 6:00 pm (in case of snow or ice on weekends; facility use must be canceled).

Limited parking space is available in the Township parking lot.

Users may provide and operate their own audio, video or related equipment.

It is the responsibility of each individual, group or organization using the public room to rearrange the chairs, tables etc. after use. All lights must be turned off and debris, other than that which can be placed into the wastebasket, must be removed.

Governmental agencies are exempt from payment of fees.

The following are not permitted:

- **NO food and/or drinks are allowed on the wood table**
- NO smoking, alcohol consumption
- NO food preparation or consumption
- NO pets, unless required as an aid to disabled individual

Non-Emergency Police Dispatch Phone Number (215) 766-8740.

Signature:

By signing below, you acknowledge that you have read, understand and accept in its entirety the rules and regulations set forth by Plumstead Township.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name