

**REQUEST FOR TELFORD BOROUGH  
COMMUNITY BUILDING USE**

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Date of Use: \_\_\_\_\_

Time to be used: \_\_\_\_\_ to \_\_\_\_\_ \*Note: You MUST leave by 11 pm.

Reason for Use: \_\_\_\_\_

Name of person requesting use: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_

*Signature of User:* \_\_\_\_\_

*(Must sign to use)*

Note: The cost to use the building is \$30.00 for Telford Borough residents and \$50.00 for anyone not residing in Telford Borough. The \$30/\$50 rental fee must be paid when this application is submitted, in order to secure your reservation. This \$30/\$50 fee will not be returned if you are a "no show" and do not notify the Borough if you cancel your event.

A security deposit of \$200.00 in cash must be paid when the key is picked up at the Borough office. The key must be picked up at 122 Penn Avenue before 4:30 p.m. on the Friday prior to a weekend use; the Borough office is closed on Saturdays and Sundays. Please call the office for holiday office hours.

On the day of your event, when your event is over, you must return the key that evening in the black tower marked "water/sewer payments" located to the right of the entrance to Borough Hall.

By signing this document above, you agree to follow the attached Rules and Regulations, and understand that if the rules are not followed, you will forfeit your security deposit and the ability to use the building in the future.

The security deposit will be available two (2) days after the use of the building, or Tuesday if used on the weekend.

Thank you for your consideration in the use of this public building. We strive to make it a nice facility for people to use and appreciate your assistance in returning the building to its neat & clean condition when your event is over.

Telford Borough  
215-723-5000

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Refund in the amount of \$ \_\_\_\_\_ dated \_\_\_\_\_

Please sign to indicate that you received your deposit:

Signature: \_\_\_\_\_