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| **TELFORD BOROUGH COMMUNITY BUILDING USE**  **125 S. HAMILTON STREET, TELFORD, PA 18969**  **215-723-5000** | |
| **Applicant Name:** | |
| **Applicant Address:** | |
| **Phone Number:** | **PA Driver’s License:** |
| **Number of People Using Facility:** | **Requested Rental Date:** |
| **Reason for Rental:** | |
| **Requested Rental Time Frame:** | **Rental Fee $50 Resident/$75 Non-Resident**  **MUST BE IN CASH** |
| **Date Submitted:** | **Approved By:** |

The rental fee must be submitted in **CASH** with application. Rental fees are not returned if applicant is a “no show”. Written cancellation must be given to the Borough 5 days before your scheduled date of use. Rental fee reductions may be considered for charitable or non-profit organizations with proof of PA Department of State Certificate of Organization, and the IRS Tax-Exempt Certificate. Security deposit will still be required for all rentals, including non-profit or tax-exempt organizations.

A security deposit of $200 in **CASH** must be paid when the key is picked up at the Borough Office. The key must be picked up by 4:30 PM on the Friday before use. The key must be returned the Monday after use. Upon inspection by Borough staff, the $200 deposit will be returned provided the facility is left in good condition and the facility is cleaned and trash was removed.

The rental period is for the reservation date only and includes set up/clean up. You may not gain access to the facility the day before or the day after your event.

Please refer to additional rules and regulations on the reverse side of this application.

**Deposit Refund:**

Please sign to confirm refund of $\_\_\_\_\_\_\_\_\_\_\_\_ from your deposit. Any balance not returned is due to a violation of the terms of use.

**Signature:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:**\_\_\_\_\_\_\_\_\_\_\_\_ **Staff Initials:**\_\_\_\_\_