EAST MARLBOROUGH TOWNSHIP

APPLICATION FOR USE OF TOWNSHIP MEETING ROOM

***Rooms will not be considered reserved without the accompanying paperwork*.**

Date(s) to be Used: _____ Number Attending Function:_____

Time(s) to be Used: _____ Date of Application: _____

Preparation Time: _____ Departure Time: _____

Take preparation time for set-up or break down of room into consideration, when scheduling time.

Currently, there are no use fees for eligible parties. This policy is subject to change without prior notice.

The Township does not provide audio and video equipment, nor does it provide support for outside equipment.

If you need to cancel your reservation, the Township Administration must be notified 24 hours in advance of the reservation date by calling the Township Administration at 610-444-0725.

Purpose of Use (brief description of function being held):

_____

_____

_____

Sponsoring Organization: _____

Address: _____

Authorized Agent of Organization: _____

Address: _____

Telephone: _____(Day)_____(Evening)_____

THE SPONSORING ORGANIZATION ASSUMES full responsibility for any damages to Township equipment and property. Furthermore, the Sponsor will indemnify and hold harmless the Township from all personal liabilities that are caused by or due to any acts or omissions of the Sponsor and its members and guests. On behalf of the Sponsor, I acknowledge that I have read and understood the East Marlborough Township Meeting Room Policy and that I have the legal authority to sign on behalf of the Sponsor.

_____/_____ _____/_____

Authorized Agent's Signature Date Township Staff's Signature Date

East Marlborough Township
721 Unionville Road
Kennett Square, PA 19348
P: (610) 444-0725 F: (610) 444-1380