

RESERVATION AND USE APPLICATION

*Applicants or Organizations desiring to use the Snyderstown Borough Municipal Center must complete an application and submit it to the Borough along with the security deposit and fees. **This application shall be submitted at least fourteen (14) days prior to the date for which reservation is requested with the exception of unforeseen circumstances.** The Borough will advise the requesting applicant of the status of their application request as soon as possible.*

Name of Applicant: *(Applicant Responsible for Building Use)* _____

Contact Person: *(If Different than Applicant)* _____

Mailing Address: *(City/State/Zip)* _____

Email Address: _____

Phone Number(s): *(Home, Work and/or Cell)* _____

Facility Requested: *(Circle Areas)*

- | | | |
|------------------------------------|--------------------------|--|
| 1. Front Formal Area | 2. Social Hall (1/2 day) | 3. Social Hall (full day) |
| 4. Entire Building for Large Event | 5. Outside Picnic | 6. Outside Picnic with
Indoor Restrooms |

Are you taking your garbage with you? If no, an additional \$50.00 fee is charged.

(Circle One) Yes No

Type of Event: *(Be Specific)* _____

Estimated Number in Attendance: *(Maximum Capacity is 100 People)* _____

Day(s) & Date(s) of Use: _____

Hours of Use: *(Be Specific as to Each Day, Allowing for Set-up and Cleanup)* _____

Dated: _____

Signature

Borough Use Only

Deposit & Fees: Deposit \$ _____ Fee(s) \$ _____ Date Paid _____

Was Required Certificate of Insurance Received? *(Circle One)* Yes No