BOARD OF SUPERVISORS

Williams Township Municipal Building. • 655 Cider Press Road • Easton, PA. 18042

APPLICATION FOR USE OF COMMUNITY BUILDING

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

Monday through Friday (non-holidays) – 7:30 a.m. to 3:30 p.m.

Resident:	$25.00	per hour	_____
	$100.00	security deposit (separate check)	_____
Non-Resident:	$50.00	per hour	_____
	$100.00	security deposit (separate check)	_____

Evening and weekends (non-holidays)

Resident:	$100.00	per hour	_____
	$100.00	security deposit (separate check)	_____
Non-Resident:	$200.00	per hour	_____
	$100.00	security deposit (separate check)	_____

Note: Fees must be paid in advance

FEE CHARGED _____ DATE RECEIVED _____

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.

SIGNATURE OF INDIVIDUAL OR AUTHORIZED AGENT _____ DATE _____

RETURN COMPLETED APPLICATION, FEES AND RELEASE FORM TO:
Williams Township, 655 Cider Press Road, Easton, PA 18042
Telephone: (610) 258-6788

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APPLICATION STATUS: APPROVED _____ DENIED _____

BY: _____ DATE: _____

APPLICANT NOTIFIED: PHONE ____ MAIL____ IN PERSON____ FAX____ E-MAIL____

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RELEASE FORM

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

_____
(Name of individual, group or organization)

Agrees to hold harmless and indemnify Williams Township, 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).

_____
(Name of individual, group or organization)

_____
(Signature or Individual or Authorized Agent)

_____
(Date)

This Release Form must be signed and submitted along with the Application for Use for Community Building.

RULES AND REGULATIONS FOR USE OF COMMUNITY BUILDING

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

Facilities are available between the hours of 7:30 a.m. to 9:00 p.m. Monday through Friday; Saturday and Sunday, 10:00 a.m. to 6:00 p.m. (in case of snow or ice on weekends - facility use must be canceled and funds will be returned). Building will be available on a first come first served basis. Depending on the use, a certificate of insurance may be required.

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

The security deposit will be returned after Township staff has completed an inspection of the Community Building making a determination that no damages have occurred to the facility. If as a result of the inspection, damages are found, the security deposit shall be applied to the cost to repair the damages and any remaining amount of the security deposit, if any, shall be returned.

No materials of any kind may be tacked or taped to the walls or doors.

Responsibilities: It is the responsibility of each individual, group or organization using the community building to rearrange the tables and chairs and return them to their original place after use. All lights throughout the building must be turned off and all debris must be bundled in the wastebasket. Any overflow trash must be removed. All doors must be locked. Thermostat changes must be returned to original position.

The following are not permitted:

- Smoking
- Alcohol consumption
- Pets, unless required as an aid to disabled individual

Building Related Issues:

- Township Office (610) 258-6788 (M-F 7:30 a.m. – 3:30 p.m.)
- Public Works Director (484) 357-7785
- Township Manager (484) 735-2441
- 911 Emergency