



Today's Date: \_\_\_\_\_

## Halfmoon Township

# Community Center Rental Application

Name/Organization: \_\_\_\_\_

Contact Person Name: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Event Date: \_\_\_\_\_ Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Event Description: \_\_\_\_\_

Rental Type:  Resident  Non-Resident  Non-Profit  Other Organization (Fee A)

### Community Center Room Rental Fees:

a. Township Resident		
i. Rental Fee (up to 3 hours)	\$25.00	\$ _____
ii. Hourly Fee for each additional hour	\$10.00	_____
iii. Refundable* Deposit Fee	\$60.00	_____
b. Non-Township Resident		
i. Rental Fee (up to 3 hours)	\$35.00	\$ _____
ii. Hourly Fee for each additional hour	\$15.00	_____
iii. Refundable* Deposit Fee	\$60.00	_____
c. Non-profit Organization		
<small>(must provide copy of 501(c)3 documentation and Certificate of Insurance)</small>		
i. Rental Fee	NO FEE	\$ _____ 0.00 _____
ii. Refundable* Deposit Fee	\$60.00	_____
<b>TOTAL</b>		<b>\$ _____</b>

\*Deposit fee must be paid by check or cash and is only refundable upon staff's final inspection of facility for compliance with rental agreement. Applicant is responsible for the following cleaning after rental sweeping floor after use, clean and put away all kitchenette items, close and lock all windows, clean tables and chairs and return to storage areas, turn off all lights in meeting rooms, bathrooms, kitchenette, and vestibule, empty trash into dumpster, all interior doors left unlocked and open. Cleaning supplies are provided in the supply closet in the kitchenette area. No use of open flame or heat generating devices is permitted. By signing below, the applicant understands and agrees to abide by the rules and regulations outlined above and pay for any damages to Township property.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

For Township Use:

Rental Fee Paid: Cash / Check # \_\_\_\_\_ Deposit Fee Paid: Cash / Check # \_\_\_\_\_ Access PIN: \_\_\_\_\_

Date of Inspection: \_\_\_\_\_ Rental Deposit Returned: \_\_\_\_\_