



# TOWNSHIP OF HALFMOON

100 MUNICIPAL LANE • PORT MATILDA, PA 16870

TELEPHONE : (814) 692-9800

www.halfmoontwp.us

## **BUILDING RENTAL APPLICATION**

APPLICANT NAME: \_\_\_\_\_

NAME OF REPRESENTATIVE (IF GROUP): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

RENTAL TYPE: \_\_\_\_\_ RESIDENT/ NON-RESIDENT: \_\_\_\_\_ NON-PROFIT ORGANIZATION: \_\_\_\_\_

EVENT DATE: \_\_\_\_\_ START TIME: \_\_\_\_\_ END TIME: \_\_\_\_\_

FOR THE PURPOSE OF: \_\_\_\_\_

NO. OF PARTICIPANTS: \_\_\_\_\_

### **Community Center Room Rental Fees:**

#### **a. Township & Non-Township Resident**

i. Rental Fee	\$15.00/Hr	\$ _____
ii. Refundable Deposit Fee ( <i>separate check</i> ) *	\$80.00	\$ _____

#### **b. Non-Profit Organization**

(Must provide copy of 501(c)3 documentation and Certificate of Insurance)

i. Rental Fee	NO FEE	NO FEE
ii. Refundable Deposit Fee ( <i>separate check</i> ) *	\$80.00	\$ _____

**TOTAL** \$ \_\_\_\_\_

\*The deposit fee must be paid by separate 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 maintenance 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.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**STAFF USE ONLY:** RECEIVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_ ACCESS PIN: \_\_\_\_\_

RENTAL FEE PAID: CASH/CHECK #: \_\_\_\_\_ DEPOSIT FEE PAID: CASH/CHECK #: \_\_\_\_\_

DATE OF INSPECTION: \_\_\_\_\_ RENTAL DEPOSIT RETURNED: \_\_\_\_\_