



PENN TOWNSHIP, PERRY COUNTY
ROOM RENTAL REQUEST FORM

OFFICE USE:

RENTER'S NAME: _____

PHONE: _____

DATE OF RENTAL: _____

LARGE ROOM (\$80) OR SMALL ROOM (\$40): _____

TIME: _____

EMPLOYEE TAKING REQUEST: _____

DATE PAID: _____

EMPLOYEE TAKING PAYMENT: _____

CHECK NUMBER: _____ CASH: _____ RECEIPT NUMBER: _____

RENTER USE:

NAME: _____

PHONE: _____ ALTERNATE PHONE: _____

COMPANY/ORGANIZATION: _____

ADDRESS: _____ CITY: _____ STATE: ____ ZIP CODE: _____

EMAIL: _____

DESCRIPTION OF EVENT: _____

NUMBER OF ATTENDEES EXPECTED: _____

DAY OF EVENT CONTACT PERSON (IF DIFFERENT FROM ABOVE):

NAME: _____

PHONE: _____ ALTERNATE PHONE: _____

COMPANY/ORGANIZATION: _____

ADDRESS: _____ CITY: _____ STATE: ____ ZIP CODE: _____

EMAIL: _____

RULES AND HELPFUL INFORMATION:

1. YOU MUST PAY IN ADVANCE WITH CASH OR CHECK.
2. LEAVE THE BUILDING IN THE SAME CONDITION IT WAS IN. THERE IS A BROOM AND DUSTPAN IN THE KITCHEN CLOSET IF YOU NEED IT.
3. TAKE ALL TRASH TO THE DUMPSTER.
4. TURN OFF ALL LIGHTS BEFORE LEAVING.
5. PLACE THE KEY IN THE DROP BOX IN THE BACK DOOR AFTER LOCKING UP.
6. THE FACILITIES ARE USED BY OTHER ENTITIES/PERSONS. THIS MAY OCCUR AT THE SAME TIME AS YOUR RENTAL. PENN TOWNSHIP DOES NOT GUARANTEE PARKING AVAILABILITY.
7. THE ENTIRE TOWNSHIP IS UNDER VIDEO SURVEILLANCE FOR THE PROTECTION OF OUR FACILITIES AND THE SAFETY OF OUR GUESTS.

I HAVE READ AND UNDERSTAND THE TERMS OF USE.

APPLICANT'S SIGNATURE: _____ DATE: _____

PRINT NAME: _____