



215 S. KESWICK AVENUE, GLENSIDE, PA 19038
(215) 885-0457
ELKINS PARK 215-635-5000 GLENSIDE 215-885-0455

APPLICATION AND PERMIT FOR USE OF TOWNSHIP OWNED FACILITIES

Name of Organization: _____

Building or
Property Desired: Elkins Park____ Glenside____

Date(s) Desired: _____

Earliest time needed: _____ Time last person will leave: _____ (must be at least 15 mins. before closing)

Estimated Attendance: _____

Equipment to be brought on site by applicant: _____

Specific purpose of use: _____

Will an admission fee be charged? _____ Amount of Admission to be charged: _____

Does applicant request permission to sell merchandise? _____

Is membership of your organization limited to Cheltenham Township? _____

List the name, address and phone number of at least one, preferably two responsible officials of your organization who will be present when the facilities requested are being used by your organization and who will accept responsibility for adherence to Township regulations.

_____	_____	_____
Name	Address	Phone (home/office)

_____	_____	_____
Name	Address	Phone (home/office)

The undersigned applicant agrees to be personally responsible:

- (1) For the observance of all regulations, and for the protection of the property. No smoking is permitted in buildings.**
- (2) For the observance of fire and police regulations.**
- (3) For payment to restore buildings, equipment grounds damaged during use by this organization.**
- (4) For payment of fees and rentals which may be charged by the Township.**
- (5) For informing the organization which he represents that permission may be cancelled if the facilities are required for Township or library purposes or if the facilities are requested by another organization when the facilities are reserved for more than one night in the same month.**
- (6) For obtaining, reading, and disseminating all regulations concerning use of buildings and grounds to all persons associated with the organization which will use Cheltenham Township buildings/grounds/facilities.**
- (7) We do release Cheltenham Twp. and Cheltenham Twp. Library System from any and all claims or causes of actions in law and equity arising from our activities listed above.**
- (8) We also agree to indemnify and hold harmless Cheltenham Twp. and Cheltenham Twp. Library System from any and all actions arising out of our use of Cheltenham Twp. property.**
- (9) We have read the Cheltenham Twp. Library System Meeting Room Policy and will abide by the rules listed therein.**

Date of Application

Signature of Application

Home Phone of Application

Printed Name of Application

Office Phone of Application

Relationship of Application to organization

Township Approval

Home address of Application