



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 and type of Organization: \_\_\_\_\_

Branch 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: \_\_\_\_\_

\_\_\_\_\_

Is your organization based in Cheltenham Township? \_\_\_\_\_

**No fees will be charged, no fundraising will be conducted.**

**No merchandise will be sold.**

**The meeting will be open to the public.**

**My organization is responsible for set up and restoring the room to its original condition.**

**I have read and understand the meeting room policy and usage rules.**

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 regulations.

\_\_\_\_\_  
Name Address Mobile Phone

\_\_\_\_\_  
Name Address Mobile Phone

**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 on library property.**
- (2) For the observance of fire and police regulations.**
- (3) For payment to restore buildings, equipment or grounds damaged during use by this organization.**
- (4) For payment of fees.**
- (5) For informing the organization which they represent that permission may be canceled if the facilities are required for library or township purposes.**
- (6) For obtaining, reading, and disseminating all regulations concerning use of the building to all persons associated with the organization which will use library 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 Usage Rules, and will abide by the rules listed therein.**

\_\_\_\_\_  
Date of Application

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Primary Phone of Applicant

\_\_\_\_\_  
Printed Name of Applicant

\_\_\_\_\_  
Secondary Phone of Applicant

\_\_\_\_\_  
Relationship of Application to organization

\_\_\_\_\_  
Email Address of Applicant

\_\_\_\_\_  
Home address of Applicant