

# APPLICATION FOR USE OF THE CHESTER TOWN HALL MEETING ROOM/PARKING LOT

NAME OF ORGANIZATION: \_\_\_\_\_

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

CITY/STATE/ZIP: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

NAME OF PERSON(S) IN AUTHORITY: \_\_\_\_\_

PURPOSE OF USE: \_\_\_\_\_

ESTIMATED NUMBER OF PERSONS TO ATTEND (LIMIT 50): \_\_\_\_\_

DATE(S) ON WHICH USE OCCURS: \_\_\_\_\_

HOURS TO BE USED: \_\_\_\_\_

WILL REFRESHMENTS BE SERVED: \_\_\_\_\_ YES \_\_\_\_\_ NO

**(ONLY LIGHT REFRESHMENTS ARE ACCEPTABLE. SERVING OF MEALS OR ALCOHOL IS PROHIBITED)**

A key for entering Town Hall is to be picked up at the Town Hall, 12701 Chillicothe Road, the business day before the scheduled use and returned to the Town Hall the next business day. If the key is not returned to Town Hall, a fee will be assessed.

Chairs and tables are to be returned to their original locations. All trash is to be taken to the dumpsters on the south side of the building by using the south side doors. **Please make sure that the south door is locked after use, and that the outside front door is locked after you exit the building.**

**Please observe the 'NO SMOKING' rules throughout the building.**

The Chester Town Hall will be only for the use of community related, non-profit functions or organizations and all Governmental bodies (see back of form).

If requested permission is granted, lessee hereby agrees to comply strictly with the rules and regulations of the Board of Trustees governing the use of this public building as set forth on the back of the original application.

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## PERMIT FOR USE OF THE CHESTER TOWN HALL MEETING ROOM/PARKING LOT (FOR TOWNSHIP USE ONLY)

You have been granted the use of the Town Hall meeting room and/or parking lot for the purpose of

\_\_\_\_\_

on the following day(s)/hours: \_\_\_\_\_

in accordance with the conditions as signed by you on the above application.

**NOTE: Chester Township Police Department will turn off the building alarm prior to the event, and re-establish the alarm after the event is completed.**

\_\_\_\_\_  
Chairman, Board of Trustees

\_\_\_\_\_  
Date

## **CHESTER TOWN HALL MEETING ROOM/PARKING LOT USE REGULATIONS**

1. All applications for the use of Township premises shall be referred to the Board of Trustees for approval.
2. The persons or group receiving the permit shall be responsible in case of loss or damage, if any, to Township property as a result of their use.
3. The Township shall have first claim to the use of the building at all times, and any agreement made with an organization must be contingent on the needs of the Township, and such agreement may be terminated or altered at any time.
4. Requests for use of the building must be made not less than one (1) week before the date on which the facilities are to be used. Cancellation of requests must be made not less than twenty-four (24) hours in advance.
5. All permits for use of the meeting room are for the meeting room and common areas only, and it shall be the responsibility of the organization to see that the remainder of the building is not entered or molested.
6. Any right or privilege granted to any person, persons, or organizations to use the building or property is personal, and shall not be transferred to any other person, persons, or organizations.
7. On behalf of myself and my guests, I further agree to save and hold harmless Chester Township, its officials, employees or representatives from any and all liability, damage, expense or claims of all kinds arising out of the use of Chester Town Hall.
8. Any decorations shall be erected in a manner that will not be destructive to the Township property, and such erection shall be approved by the Board of Trustees. All decorations shall be removed from the building before leaving the premises. The use of any materials on floors or other parts of the building without specific approval of the Board of Trustees is strictly prohibited.
9. The permit holder shall assume responsibility for securing police protection when it is deemed by the Board of Trustees that such police attendance is necessary.
10. All advertising except that incidental to programs, and all sale of merchandise, printed matter or other material is forbidden.
11. All refuse shall be removed from the Township premises at the end of the event. Trash dumpsters are located on the south side of the building by using the south side door.
12. Lessee, lessee's guests, patrons, customers or agents will at all times abide by the rules and regulations of the Township regarding use of the premises.
13. The applicant agrees to be fully liable for any and all damages caused to the building or parking lot therein by the applicant, any its officers, agents, employees, or anyone permitted, authorized or allowed by applicant to be on the premises pursuant to this reservation. The undersigned applicant further agrees to protect and save harmless the township of Chester and Chester Township Board of Trustees from all actions, claims and demands whatsoever that may result on account of any injuries, property damages, theft or any other claims whatsoever that may arise from the use of the Chester Township premises by the undersigned individual, organization or other individuals, partnerships or corporation hired or employed by said applicant for the use of Chester premises or permitted by the undersigned individual or organization to be at or on Chester premises during the term of this reservation.

**APPLICANT SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**PRINT NAME:** \_\_\_\_\_