

**FLEETWOOD BOROUGH
REQUEST FOR USE OF FACILITIES
2015**

Name of Organization/ Individual: _____

Address of Organization? Individual: _____

Date of Activity: _____ *For multiple dates, please attach a schedule.

Activity and Purpose of Activity:

*Note: Activities in the gym must be appropriate for the gym floor. No hard sole shoes or equipment that can damage the floor will be allowed.

Facility Requested: Community Center Gym Community Center Cafeteria
Community Center Cafeteria with kitchen Other: _____

*Note – NO food or drink other than water is allowed in the Community Center Gym. All garbage created by your event must be bagged and taken to dumpsters in the back of Borough Hall)

Set up time: _____ **Activity Time:** _____ **Clean up Time:** _____

Facilities are available :

Monday through Friday 8:00 am to 9:00 pm., Saturday 8:00 am to 4:00 pm.

Facilities are closed Sunday and Holidays unless a special arrangement is made.

**** If the use of the facility is requested for a Sunday or holiday an additional fee is required of \$40.00 for rental of any portion of the building and is due in advance of the event in addition to the hourly rate.****

Equipment needed: _____

If borough equipment is moved for your event (i.e., tables, etc...), all equipment must be moved back to original positions after event.

Approximate number of people attending: _____

Will you charge a fee or request a donation from the attendees at your event? Yes No What amount? _____

Note: Where a fee is charged for attendance, the cost of the use of the facility may be increased representative of the charges for admission to the event at the discretion of Fleetwood Borough

Adult Supervising Activity: Name: _____

Address: _____

Contact Phone numbers: _____

E-mail Address: _____

Requests are submitted to the Borough Office in person or by e-mail to GinaS@FleetwoodBoro.com.

Payment is required at the time of request in order to hold a date and so that the rental application is complete. Dates are reserved on a first come first served basis based on the date the payment is received. No dates will be "HELD" or otherwise reserved without pre-payment of the fee.

A COMPLETED APPLICATION ALONE DOES NOT CONFIRM A RENTAL. THE RENTAL DOES NOT BECOME EFFECTIVE UNTIL SIGNED BY THE BOROUGH.

Liability insurance – All community groups will need to submit a list of officers and proof of insurance. The requesting organization or group must bear the costs of providing a certificate of insurance from a company authorized to do business in Pennsylvania in an amount no less than \$100,000 property insurance and \$300,000 liability insurance. The Borough of Fleetwood shall be named as an additional insured on all policies. Groups of 15 or less will not be required to provide insurance certificates.

Fleetwood Borough events will take precedence over outside groups. If necessary, the event may be cancelled by the Borough and funds returned.

FEES:

Please see the attached fee schedule:

Fleetwood Borough residents or groups with more than 2/3 of their attendees comprised of Fleetwood Borough Residents will pay the Borough Resident rate. The remainder of rentals will pay the Non-Fleetwood resident rate. The Kitchen is in the process of being updated. Once the update is complete, the cost for Kitchen rental will increase upon 30 days' notice.

REFUNDS: Payment due at time of reservation. Refunds will be given if reservations are cancelled more than 60 days in advance of the event date or if the building is closed by the Borough in an emergent manner. Every attempt is made to keep the building open. **NO REFUNDS WILL BE GIVEN FOR CANCELLATIONS LESS THAN 60 DAYS FROM THE EVENT DATE.** No fees will be charged to organizations whose sole purpose is to support the Borough of Fleetwood by pre-approval by Fleetwood Borough.

TO BE COMPLETED BY FLEETWOOD BOROUGH OFFICE STAFF:

Proposed Fee: Use of _____
_____ hours x _____ cost per hour = _____

If a request is being made for a waiver or reduction of the fee for a special circumstance, please describe that below:

The Fleetwood Borough is responsible to maintain the Community Center Facilities and has respect for the building and its heritage to the community. Maintaining these facilities is the responsibility of all who use them. The group and supervising adult will be held financially responsible for any damage to the building, intentional or not. The supervising adult is responsible to make sure that the participants remain in the portion of the building where the event is taking place. Individuals found outside of the area will be considered trespassers and removed from Borough property. All Borough buildings and grounds are tobacco free. Failure of your organization to enforce these policies may result in denial of future use.

**** Anyone renting the gym and / or café must have borough employee sign off that the building and facilities were left in an acceptable state after use.**

I hereby certify that I have read, understand, and agree to abide by the contents of the policy governing the use of Borough facilities. I hold the Borough harmless from all claims for injury to or the death of any person, and for damage to or the loss of any property arising out of or attributed directly or indirectly to the operations or omissions of Fleetwood Borough and Borough Council members individually. I understand that I am responsible for supervision of all participants in this activity. (It is suggested that there be one adult for every 15 students participating. The age of the participants and the activity may warrant more supervision. As the sponsor of this event, I understand that my group and I will each be held financially responsible for any damage to Borough property.

Supervising Adult: (please print) _____

(Signature) _____

___ Date available _____ Fleetwood Borough Office

___ Approved

___ Not Approved _____ Borough Council President

Additional Comments or Requirements: _____

___ Date entered in Borough Calendar

Last Updated March 4, 2015

_____ **Fleetwood Borough Office**

Invoice issued: _____

Payment received: _____ **in the amount of \$** _____