

**MINE HILL TOWNSHIP
USE OF FACILITY REQUEST FORM**

PRIMARY CONTACT

Name: _____

Address: _____

Phone: Day: _____ Night: _____

E-mail Address: _____

GROUP, ORGANIZATION OR EVENT NAME

Name: _____

Address: _____

Phone: Day: _____ Night: _____

E-mail Address: _____

Multiple Dates Request

If you have multiple dates needed for your event or program please use page 3 for your request.

Single Date Request

Facility Requested (Check off only one):

- Civic Center Youth Room (Small) ____
- Civic Center Senior Room (Large) ____
- Or First Available Room for the date listed below ____
- Recreation Field ____

Date Requested: _____

Start Time: _____ : _____ AM/PM End Time: _____ : _____ AM/PM

Estimated number of participants: _____

Use of Township Facilities:

The Township of Mine Hill will permit the use of the Township facilities when such permission has been requested in writing and has been approved.

In the event the Mayor or Schedule Coordinator may refuse to grant the use of a Township facility whenever, in their judgment, there is a good reason why permission should be refused.

All state and local fire, health, safety and police regulations will be enforced.

This form, filled in (front and back), along with Certificate of Insurance Liability and hold harmless agreement should be submitted to the Director of Community Programs at least 3 weeks in advance of the event.

On behalf of the organization listed above, we agree to abide by the Mine Hill Township rules and regulations.

Signature: _____ Date: _____

HOLD HARMLESS AGREEMENT

Between Mine Hill Township and _____
(Organization Name)

(Organization Address)

(Organization Phone)

(Organization Type ie: non-profit, corp, etc.)

In consideration of the use of _____
(Facility)

On _____ for the purpose of
(Date or Dates)

(Purpose of Event or Title)

the undersigned agrees to indemnify and hold Mine Hill Township and its officers, agents, and employees harmless from any and all liability, claims, costs and attorney's fees arising out of the above referenced property.

I understand that this Hold Harmless also requires that Mine Hill Township is indemnified from many losses or damages resulting in the acts or omissions from any guest, participant, visitor or other person attending the event herein referred to. Unless waived in writing by Mine Hill Township, I agree to furnish a Certificate of Insurance specifically naming the _____
(Organization)

As an additional insured, providing general liability, bodily injury and property damage coverage with the minimum limits of liability not less than \$ _____.

In order to induce Mine Hill Township to accept this Hold Harmless Agreement, the following information concerning the intended use of the premises is furnished:

- a. Total number of persons attending this event is _____.

Signed this _____ day of _____, _____

As the binding act in deed of _____
(Organization)

(Witness Signature)

(Organization Authorized Signature)

FOR OFFICE USE ONLY

Approved Date: _____

Additional Comments: _____

CI Received Date: _____

Multiple Dates Request

Date	Start Time	End Time	Location (Please only check off ONE)
			Civic Center Youth Room (Small)____ Civic Center Senior Room (Large)____ Or First Available Room for date requested____ Recreation Field____
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Please make multiple copies of this page if additional dates are requested