

Warren Township Building Rental Form

Date of request _____

Name of responsible individual _____

Name/Group _____

Date and Start/End Time requested _____

Purpose _____

\$100 Security Deposit is required when reserving building, meeting room or pavilions

Entire building (check below)

___ Residents - **\$100 per day**

___ Non-Residents - **\$350 per day**

Small Meeting Room (check below)

___ Residents - **\$35 per day** (\$50 with kitchen)

___ Non-Residents - **\$75 per day** (\$100 with kitchen)

Pavilions (check below)

___ No fee required, but must be reserved - donation is appreciated

Signed _____

Date _____

Amount enclosed _____

Reservations are not confirmed until this form and all fees are received by the township secretary (make check out to "Warren Township").

Mailing Address:

Warren Township Supervisors

P.O. Box 52

Warren Center, PA 18851

January 2017 Revision

Township Building Rental Checklist

- Please review the building rental terms and conditions.
- Mail check for rental and security deposit to the address given on township building rental form.
- When renting the building, please let us know approximate starting and ending times of the event so the building will be ready.
- The date will be posted on the township calendar when the full security deposit is received from the RENTER.
- You may call a few days prior to the event to arrange to pick up a key by calling 395-3594 or 395-3221.
- Please remove any food items from kitchen and refrigerator.
- A dumpster is provided for your convenience.
- Check with the township before attaching anything to walls or ceiling. Please do not use tape on painted walls.
- Make sure all doors are locked prior to leaving.
- The security deposit will be refunded to the RENTER after the event and the building condition have been assessed and the key has been returned to the township office.

NOTE: Township residents may not rent the facilities for non-residents to receive the reduced rate.

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