



COMMUNITY USE of the ACTIVITY CENTER APPLICATION FORM

(Revised 1/8/2008)

Return completed form to: info@doylestownpa.org Questions? Phone: 215-348-9915 Fax: 215-348-8729

Please answer all questions in gray highlighted areas; you may note alternate acceptable dates on this form.

EVENT ORGANIZER INFORMATION:

Group or Organization:	
Contact Person:	
Best Phone # to reach you:	
E-mail Address:	
Mailing Address:	
Town/State/ZIP:	

HOW THIS RESERVATION SHOULD BE POSTED?

NUMBER EXPECTED TO ATTEND: **NOTE:** Room is available for use until 10:00 pm.

#	DAY	DATE	ACTIVITY STARTING TIME	ACTIVITY ENDING TIME	ARRIVING TO SET-UP	ROOM SET-UP REQUESTED (see OPTIONS)	Is event open to non- Twp. residents?	Will participants be charged a fee?	Twp. Use Only
1									
2									
3									

OPTIONS (insert STYLE choice defined below in ROOM SET-UP REQUESTED box above):

STYLE	DESCRIPTION	Set Up Fee
OPEN FLOOR	Empty room... no access to tables/chairs	N/C
LECTURE	chairs-only in rows, facing front	\$10
CLASSROOM	rectangular tables; chairs on one side facing instructor area at front	\$10
MEETING	rectangular tables set conference style in one of the following three (3) setups	\$10
	(a) U-shape	
	(b) Open Center Square/Rectangle	
	(c) Closed Center Square/Rectangle	

SPECIAL REQUESTS: Describe any special set-up or special accommodations you are requesting:

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AV EQUIPMENT (X all that apply):

TV/VCR (VHS & DVD) *	Lectern (no microphone) *	Other:
Cable TV access *	Easel / Display Mount *	Other:
Screen *	Other:	Other:

- Use of these items requires special arrangements through DTWP and includes a user fee.
- AV equipment is placed in your reserved space based on your requests indicated above.
- Groups/Speakers must arrange for their own LCD projectors, laptops & slide projectors.

FOOD SERVICE & HOSPITALITY (X all that apply):

NO FOOD will be provided at this event
YES! FOOD will be provided at this event
EVENT SPONSOR will provide all set-up, food service and clean-up.
CATERER will provide all set-up, food service and clean-up.

Event sponsors are required to provide their own food supplies, paper and plastics products, table covers, serving utensils, etc. Items stored in open cabinets and drawers are not for general use. These are township supplies.

KITCHEN ACCESS REQUESTED (\$20)

The following kitchen amenities are requested for use (X all that apply):

serving counter	serving window (open)	Other:
stovetop/oven *	coffee urn / coffee maker *	Other:
Microwave *	Other:	Other:

* Use of these items requires special arrangements through DTWP and will include a user fee.

Please read and initial the following:

The event sponsor is responsible for food set-up and/or interfacing with the caterer/food service provider.
Nothing may be hung /attached to the walls in any fashion. This will result in immediate forfeiture of security fee
The event sponsor is responsible for cleaning up all areas used for food service including clearing tables and counters, picking up debris from floor and bagging trash.
The event sponsor is responsible for returning rooms to the same order and cleanliness in which rooms were found.
Failure to comply will result in additional fees and/or forfeiture of deposit.

Office Use Only

Date Received:	Rental Fee: \$60 (first 4 hours) / \$12 each add'l hour	\$
Date approved:	Kitchen Use: \$20 (first 4 hours) / \$5 each add'l hour	\$
Permit Issued:	Total	\$
Insurance Cert.: <input type="checkbox"/> req. <input type="checkbox"/> not req.	Security/Key Deposit:\$100 (separate check)	\$ 100.00