

# ECONOMY BOROUGH

2856 Conway Wallrose Rd., Baden, PA 15005

724-869-4779 fax: 724-869-8111

## COMMUNITY ROOM

### RESERVATION APPLICATION for year 2022

DATE: \_\_\_\_\_ Non-Profit Organization \_\_\_\_\_ Yes \_\_\_\_\_ No

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

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

CONTACT PERSON: \_\_\_\_\_ PHONE: \_\_\_\_\_

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

ALTERNATE CONTACT PERSON: \_\_\_\_\_ PHONE: \_\_\_\_\_

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

MEETING DATES: \_\_\_\_\_

MEETING TIMES: \_\_\_\_\_

PURPOSE OF MEETINGS: \_\_\_\_\_

#### **Non Profit Organization—Please read and complete the following statement:**

I, \_\_\_\_\_, understand that in lieu of **free use** of this room, reservations are subject to rescheduling if Economy Borough needs the room for a Borough government function. I/we agree to maintain the cleanliness and order of the room. I/we agree that the Borough is not responsible for the content and/or dissemination of information in our meetings.

**This Community Room will no longer be available to your organization unless you file this application with the Borough Office annually by December 1st for the following year. We recently had a situation where a group was disbanded and never notified the office. Consequently, other groups that requested their date/time slot were unfairly turned down because the room was already reserved.**

**For Profit Organization: \$25 per date due by last day of the prior month.  
Certificate of Insurance (Liability) required.**

**Individuals: \$25 per date due at time reservation is made.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

#### **FOR OFFICE USE ONLY**

Received by: \_\_\_\_\_ Date: \_\_\_\_\_