

**EAST COVENTRY TOWNSHIP**

**855 Ellis Woods Road**

**Pottstown, PA 19465**

**(610) 495-5443**

**APPLICATION FOR BUILDING USE OF MEETING ROOM**

CHARGE \_\_\_\_\_  
NO CHARGE \_\_\_\_\_  
DATE \_\_\_\_\_  
CASH/CHECK \_\_\_\_\_

Municipal Building — Meeting Room  
Available until 11 P.M. — Monday thru Saturday  
FEE: \$50.00    Seats: 100

DATE REQUESTED: \_\_\_\_\_

HOURS: \_\_\_\_\_

PURPOSE: \_\_\_\_\_

PERSON IN CHARGE (name, address, phone number): \_\_\_\_\_

\_\_\_\_\_

The group using the building will be restricted to the area requested.  
**NO TACKS OR TAPE OF ANY KIND TO BE USED ON ANY WALL.**

**WE, THE SPONSORING ORGANIZATION:**

- a) Assume full responsibility for any damage to Township equipment or property used for this meeting.
- b) Assume full responsibility to make sure the restrooms and meeting room are cleaned up after each meeting. Any violation may result in denial of future use.

**CANCELLATIONS:**

- a) The township reserves the right to pre-empt your meeting in order to hold a township meeting. Your sponsoring organization representative will be notified, your meeting can be re-scheduled or your money will be refunded.

**IN ACCORDANCE WITH THE FIRE REGULATIONS, the maximum number of people allowed in the meeting room is 100 people.**

\_\_\_\_\_  
SPONSORING ORGANIZATION

APPROVED

\_\_\_\_\_  
SIGNATURE, AUTHORIZED PERSON

\_\_\_\_\_  
TOWNSHIP MANAGER

\_\_\_\_\_  
DATE