

Nether Providence Township – Upper Meeting Room Reservation Form

Reservation Information

Name of Organization/Individual: _____

Contact Person: _____

Phone Number: _____ Email: _____

Mailing Address: _____

Date(s) Requested: _____

Time of Use: From _____ AM/PM to _____ AM/PM

Purpose of Use: _____

Expected Attendance: _____

Special Equipment Needed (if any): _____

Terms of Use

By signing below, the applicant agrees to abide by all Township rules and regulations governing the use of the Upper Meeting Room and to assume full responsibility for any damage, loss, or additional cleaning resulting from its use.

Signature of Applicant: _____ Date: _____

Approved by (Township Representative): _____ Date: _____

Before You Leave the Upper Room

To maintain the cleanliness and readiness of this facility for future use, please ensure the following tasks are completed before your departure:

- Return all tables and chairs to their original arrangement.
- Remove all trash and place it in the designated receptacles.
- Turn off all lights and audiovisual equipment.
- Reset the thermostat to the posted setting (if applicable).
- Ensure that all doors and windows are securely closed and locked upstairs.
- Ensure that all doors are securely closed and locked at the **front building doors**.

Your cooperation in maintaining the condition of the Upper Room is greatly appreciated.