

Ross Township
Gymnasium Use Application

Event Date: _____
Event Time: _____
Renter Name: _____
Attendant INIT: _____

This application must be completed and submitted to the Ross Township Parks & Recreation Department on the day the rental date is reserved. The applicant must read the policies and rules governing the rental of the Ross Township Municipal Center associated with this application and provide all applicable documentation and fees as requested. Deposits will be returned in accordance with the policies and rules. For additional information, please contact the Parks & Recreation office at 412-931-7041. RESERVATIONS MUST BE MADE IN PERSON AT THE MUNICIPAL CENTER. Reservations will not be taken without the rental payment in full. All other fees must be submitted at least 30 days prior to the rental date.

Applicant Information – Applicant must be in attendance

Applicant's Name: _____
Complete Address: _____
Phone (daytime): _____ (evening and/or cell phone) _____
Name & Address of Organization, if applicable _____
E-mail Address: _____ Ross Resident _____ Non-Ross Resident _____

Event Information

Date of Event: _____ Type of Event _____
Start Time (**include set up**): _____ End Time: _____ (you get ½ after end time to clean-up)
Total Number of Guests: _____ Serving Alcohol: _____ YES _____ NO
Caterer Name and Phone (P&R must approve) _____
Will you use the kitchen? (no oven/stove use and \$100.00 additional deposit applies) _____ YES _____ NO
Are you requesting table and chair set-up? (\$100.00 fee applies) _____ YES _____ NO
Are you having food and/or alcohol? (20.00 floor cleaning fee applies) _____ YES _____ NO

Rental (full amt.) _____ Date Paid _____ Payment Type (Cash/Credit/Check) If Check, # _____
Alcohol Permit ___50.00_ Date Paid _____ Payment Type (Cash/Credit/Check) If Check, # _____
Damage Deposit ___300.00_ Date Paid _____ Check# _____
Kitchen Deposit ___100.00_ Date Paid _____ Check# _____
Table/chair set-up ___100.00_ Date Paid _____ Payment Type (Cash/Credit/Check) If Check, # _____
Floor Cleaning Fee ___200.00_ Date Paid _____ Payment Type (Cash/Credit/Check) If Check, # _____
Date Received _____ Signature of Parks and Recreation Staff _____

Ross Township Municipal Center and Facilities

Indemnification Statement

The Renter agrees that the Renter and his/her guests in connection with their event on _____ (date of event) are subject to the policies and rules contained in the Ross Township Rental Packet, as well as any and all national, state, and local laws and statutes. The Renter, through this signature directly below this statement, acknowledges that he/she has thoroughly read and understands the policies and rules in the Ross Township Rental Packet. Any questions regarding these policies and rules were asked by the Renter and answered by a designated representative of Ross Township so that all policies and rules are understood.

The Renter, in consideration of the promises contained in this agreement, and intending to be legally bound, agrees to indemnify and hold harmless Ross Township and its respective employees, from any and all liabilities, losses, damages, expenses (including costs of litigation), claims, demands and judgment, in law or equity (collectively "indemnified claims"), which arise from, or relate in any way to the Renter and/or Renting Group or Organization named below, use of the Ross Township Municipal Center and associated facilities for the event and at the date described below, including without limitation, any indemnified claims which arise from any negligence on the part of Ross Township and any Ross Township employees. This agreement applies to any indemnified claims, which may be brought by Third Parties as well as by the Renter and/or any of his/her guests, invitees, visitors or members (or any of their respective heirs, administrators, executors, agents or assignees.)

_____ (Printed name of Renter)

_____ (Signature of Renter) _____ (Date)

_____ (Event Date) _____ (Facility)

_____ (Acting as Agent for and on behalf of renting Group or Organization)