

**TOWNSHIP OF WILKINS**  
**Community Center Rental / Facility Use Request Form**

Permit Number: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Date of Proposed Rental: \_\_\_\_\_ Beginning and Ending Time of Rental \_\_\_\_\_  
(Not to exceed 7 hours)

Purpose \_\_\_\_\_ Maximum Number of People Expected \_\_\_\_\_

Community Center Fee: \$ 150.00

Security Deposit: \$100.00 (Separate Check)

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Applicant's Name \_\_\_\_\_

Applicant's Address \_\_\_\_\_

Applicant's Phone Number \_\_\_\_\_ Daytime Phone Number \_\_\_\_\_

Are you a resident of Wilkins Township? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you over 21 years of age? Yes \_\_\_\_\_ No \_\_\_\_\_

**NOTE: Canned/bottled beer, wine, and champagne are permitted. The following requirement applies:**

A certificate of insurance naming the Township of Wilkins as additional insured with \$1 million general Liability Coverage must be submitted and approved on file a minimum of 5 business days prior to your event.

The undersigned hereby makes application for the use of the **COMMUNITY CENTER** and agrees to abide by the Township's rules and regulations: to leave the **COMMUNITY CENTER** in good, proper condition; and to report any damage done during the use of the **COMMUNITY CENTER** to the Township's Police Department within twenty-four hours after departure. The applicant further agrees to hold Wilkins Township free and harmless from liability of any nature.

I certify that I have received a copy of the current Community Center rules and regulations, and that I agree to abide by them. I understand that any expenses to the Township related to damage of these facilities will be paid by me, and any violations of the park rules will subject me to fines and/or penalties.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date of Application

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Approved by \_\_\_\_\_ Rejected by \_\_\_\_\_

Reason for Rejection \_\_\_\_\_