



# APPLICATION FOR THE USE OF MUNICIPAL PROPERTY

The purpose of this request is for

- Meetings
- Private party or social function
- Other (explain) \_\_\_\_\_

The property or building being requested is (check as many as apply)

- Borough Hall or other Borough Buildings \_\_\_\_\_
- Borough Park \_\_\_\_\_
- Borough Ball Field(s) \_\_\_\_\_
- Other Borough owned Lands \_\_\_\_\_
- Concession Stand
- Rest Rooms
- Chester Area Pool
- Road closing \_\_\_\_\_
- Other (explain) \_\_\_\_\_

Date and time of requested use:

Date (s) \_\_\_\_\_

Times(s) From \_\_\_\_\_ (am/pm) To \_\_\_\_\_ (am/pm)

The maximum number of people expected to be present: \_\_\_\_\_

*(Please note that the maximum number of people allowed to use a building is subject to existing fire codes. It is the responsibility of the applicant to comply with these requirements)*

Name of Applicant \_\_\_\_\_  
(Organization or Group Name)

Mailing Address \_\_\_\_\_

Phone \_\_\_\_\_

**The undersigned hereby agrees to all terms and conditions of the use of municipal property as defined and explained on page two of this application.**

Print name of representative \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**RULES AND REGULATIONS FOR THE USE OF MUNICIPAL BUILDING, PARK AND/OR PROPERTY**

- Fees:** Use of gazebo per day: \$25.00  
Use of a municipal field per day: \$100.00  
A security deposit may be required in addition to the above stated fees.
- Insurance:** For and in consideration of the use of the above Borough property, the applicant agrees to save and hold harmless the Borough, its servants, agents, employees, and/or any subdivision thereof, from any and all liability or costs arising out of the use of the above property by the applicant, the applicant's invitees, or other persons present at the time of the applicant's use of the property. The applicant specifically agrees that this indemnification and Hold Harmless agreement shall include the responsibility to provide legal defense for the Borough for any suit arising out of the applicant's use of the property, and that should the applicant or applicant's insurance carrier fail or refuse to provide such a defense, the applicant will reimburse the Borough for any costs incurred by it or any person or organization acting on its behalf. The applicant agrees to provide a certificate of insurance, naming the Borough as an "additional insured", in the amounts required by the Borough. Certificate must state the date and nature of the event.
- Security Deposit:** Use of certain property will require the applicant to submit a security deposit prior to the use commencing. This security deposit will be returned to the applicant after the use has concluded, provided that an inspection of the property by the Borough reveals that no damage or destruction was done and no costs will be incurred by the Borough, to repair said damage/destruction. If, upon inspection, the Borough determines that the use of the Borough property has led to damage or destruction, the cost to repair said damage or destruction shall be deducted from the security deposit. If the costs of the repair(s) exceed the amount of the security deposit, the applicant agrees to reimburse the Borough for the balance of said costs, as per Rule #2 above.
- Keys:** Keys, if necessary to gain entrance to the municipal property, are given to the applicant with the express understanding that the applicant will not reproduce said keys. The applicant, by signing this application, states his understanding that unauthorized entrance to municipal property is punishable as a criminal offense, and that any unauthorized use of the property will subject the applicant to loss of use privileges for the property, as well as any other penalties which may be assessed through due process of law.

***Please note that the posting of signs or the hanging of any item by the use of nails, staples, hooks, etc on the gazebo or any Borough owned building or structure is strictly prohibited.***

For Borough use only
KEYS
# of keys provided _____ For which building(s) _____
Date returned _____
INSURANCE
Date certificate received _____
FEES
Amount of Fee required _____ Date paid _____