

Upper Providence Township  
935 N. Providence Road  
Media, PA  
610-565-4944  
**Meeting Room Request Form**

The Municipal Building is a publicly owned accessible building with two meeting rooms that are available for use of the Township residents and non-profit, non-political groups. The rental fee is \$50 and includes the use of a meeting room, rest rooms, and parking facilities.

One of the Township constables will be notified of your meeting date and time and will open and close the building accordingly. The facilities will be inspected prior to your occupancy and after your departure. Any damages occurring during your rental will be the responsibility of your group and you will be invoiced for any needed cleaning or repairs.

Date of Use \_\_\_\_\_ Start time \_\_\_\_\_ End time: \_\_\_\_\_

Name of individual/group requesting use of facilities \_\_\_\_\_

**Please check room requested.**

Council Room – (council table and seating for approximately 40.) \_\_\_\_\_

Conference Room – (oval table and seating for approximately 8.) \_\_\_\_\_

Number of individuals expected \_\_\_\_\_.

Contact person for group: \_\_\_\_\_

Phone number of contact person/group: \_\_\_\_\_

Address of contact person/group: \_\_\_\_\_

By signing below you are accepting responsibility for the use of a meeting room.

Signature of individual/contact persons: \_\_\_\_\_

**\*\*\*\*\*For office use only\*\*\*\*\***

Date Requested \_\_\_\_\_ Fee Paid \_\_\_\_\_ Check # \_\_\_\_\_

Room use confirmed by \_\_\_\_\_ on \_\_\_\_\_

Use written in calendar book \_\_\_\_\_ Constable notified of request \_\_\_\_\_

**\*\*\*\*\*For Constable Use only\*\*\*\*\***

Start time \_\_\_\_\_ Pre-inspection \_\_\_\_\_ End time \_\_\_\_\_ Post-inspection \_\_\_\_\_

Date \_\_\_\_\_ Constable's Signature \_\_\_\_\_

**\*Cancellation Fee** – \$30 fee will be charged if the township is not notified 24 hours in advance of cancellation.