



SKIPPACK TOWNSHIP

4089 Heckler Road · P.O. Box 164
 Skippack, PA 19474
 PHONE: 610-454-0909 · FAX: 610-454-1385
www.skippacktownship.org

Community Room Reservation Form Skippack Township Department of Parks and Recreation

Please Note: We request that residents of the Township to make reservations.
 To receive confirmation of your reservation, you must have this form and the attached release form filled out completely and returned to Skippack Township Building or mail to 4089 Heckler Rd, P.O. Box 164, Skippack, PA 19474.
 If you have any question please contact us at 610-454-0909.

Organization/Individual: _____
Name: _____
Address: _____
City: _____ **State:** _____ **Zip:** _____
Email Address: _____
Phone Number: _____ **Cell #:** _____ **Work Phone #:** _____
Date of Use: _____ **Start Time:** _____ **End Time:** _____
Number of Individuals Expected: _____
Description of Event: _____

Signature: _____ **Date:** _____

Room	Fee (non-refundable)	Deposit (refundable)
Small Community Room	\$15	\$25
Large Community Room without Kitchen	\$25	\$50
Large Community Room with Kitchen	\$50	\$100

You may be asked to submit a copy of certificate of insurance, or sign a release form.

For Township Use Only

Permit #: _____ **Date Issued:** _____ **Security Deposit:** _____
Fee(s): _____ **Total Collected:** _____
Staff Authorization: _____
Date Inspection Completed: _____
Condition: _____
Amount Returned: _____ **Staff Signature:** _____