



# SKIPPACK TOWNSHIP

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

**Board of Supervisors**  
 Mary Beth Labelle *Chair*  
 William H. Parkins, Jr. *Vice Chair*  
 Jeanne Friel  
 Franco D 'Angelo  
 Paul Fox

## 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:** \_\_\_\_\_