

**MOSCOW BOROUGH
123 VANBRUNT STREET
MOSCOW, PENNSYLVANIA 18444
570-842-1699 (Office); 570-842-0499 (Fax)
Office@moscowboro.com (email)
Moscowboro.com (website)**

REQUEST FOR USE OF FACILITIES/PARKS

Organization:	
Room/Park Requesting:	
Reason for Request:	
Contact Person:	
Telephone Number:	
Date of Event:	
Times of Event:	Beginning: _____ Ending: _____
Approximate Number of People:	
<p>Moscow Borough has twelve eight foot long tables and one hundred upholstered stackable chairs available for your use in the meeting room only. They may not be used at any other location.</p>	
Number of Tables Needed: _____	
Number of Chairs Needed: _____	
<p>Please contact the Borough Office at 842-1699 at least one day prior to the event to arrange to have someone open and/or close the building for you.</p>	
<p>***A list of guidelines is on the reverse side of this paper. Please read the guidelines carefully and sign below acknowledging that you have read the guidelines and that you will be responsible for any damage that may occur to the building or parks.</p>	
Signature of Individual Making this Request: _____	
Date of Request: _____	Telephone Number: _____

FOR OFFICE USE ONLY

Approved by: _____
Date of Approval: _____
Posted to: computer _____ desk calendar _____

MOSCOW BOROUGH BUILDING

USE OF FACILITIES

DUE TO THE FACT THAT THIS IS A PUBLIC BUILDING AND OFFICIAL BOROUGH BUSINESS MAY BE TAKING PLACE OR OTHER GROUPS MAY BE USING OTHER ROOMS IN THE BUILDING AT THE SAME TIME, THE FOLLOWING GUIDELINES MUST BE FOLLOWED WHEN ANYONE IS USING THE BUILDING

- ADULT SUPERVISION (AGE 21 OR OLDER) IS REQUIRED IN THE ROOM AT ALL TIMES
- NO LOITERING OUTSIDE OF THE BUILDING
- NO FOUL LANGUAGE IS TO BE USED
- THE USE OF DRUGS, ALCOHOL AND TOBACCO IS PROHIBITED
- THE DOWNSTAIRS AND ELEVATOR ARE OFF-LIMITS
- ITEMS IN FOYER SHOULD NOT BE DISTURBED
- DO NOT GO TO THE POLICE OFFICE TO USE THE TELEPHONE OR TO ASK FOR SUPPLIES UNLESS IT IS AN EMERGENCY
- KEEP NOISE AT A REASONABLE LEVEL
- CHILDREN SHOULD NOT BE ALLOWED TO RUN IN THE FOYER AND HALLWAY
- ALL GARBAGE FROM FOOD ITEMS MUST BE TAKEN WITH YOU
- TURN OFF ALL LIGHTS PRIOR TO LEAVING THE BUILDING
- THE BACK CONFERENCE ROOM IS NOT TO BE USED UNLESS AUTHORIZED BY THE BOROUGH OFFICE
- IN THE EVENT OF ANY KIND OF INCLEMENT WEATHER THE BUILDING WILL BE CLOSED AND YOUR MEETING WILL NEED TO BE CANCELLED. PLEASE HAVE PROCEDURES IN PLACE TO NOTIFY YOUR GROUP