



## APPLICATION FOR THE USE OF INTERIOR FACILITIES

### Select Room Preference:

- Willowbank Office Building Conference Room(s)
- First Floor Public Meeting Room(s)
- Emergency Operations Center Conference Room
- Centre County Courthouse Annex – Third Floor Public Meeting Room

OFFICE USE ONLY	
Date Received:	_____
Required Fee:	_____
Payment Received:	_____
Date Reviewed:	_____
<input type="checkbox"/> Approved	
<input type="checkbox"/> Disapproved	
By:	_____
Room Reserved:	_____

### Please return completed form by:

Mail – address below, or by

Email to:

[roomrequestscomm@centrecountypa.gov](mailto:roomrequestscomm@centrecountypa.gov)

Fax: 814-355-6980

Mail/Deliver:

Commissioners' Office

420 Holmes Street,

Bellefonte, PA 16823

Applicant's Name/Organization: \_\_\_\_\_

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

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Acknowledgement of Receipt of Centre County Facility Use Policy: \_\_\_ Yes \_\_\_ No

Date Requested: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Number of Attendees (approx.): \_\_\_\_\_ Time to be reserved should include setup and cleanup.

Activity (include a brief explanation): \_\_\_\_\_

**No supplies will be offered or copies made.** All supplies or equipment should be brought with you. If you should need assistance during your meeting, please call 814-355-6700.

**No rearranging of furniture allowed.** Please do not rearrange furniture. You must also leave the room in the same condition as when you arrived. If clean-up is necessary, you will be billed our custodial rate.

**Providing a signature indicates:** I have read and understand the Centre County Interior Facility Use Policy provided with this application and agree to comply with all applicable rules and regulations covering use of County facilities. The applicant hereby waives, releases and relieves CENTRE COUNTY, its Commissioners, officers, employees and agents for any and all claims, causes of actions and liability for injury, loss, expense or damage of any kind incurred by applicant, its officers, employees, agents, volunteers, and guests during the use of the facility and agrees further to defend, indemnify and hold the County harmless from any such claims, cause of action and liability for injury, loss expense or damage of any kind incurred by applicant, its officers, employees, agents, volunteers and guests during said use. Applicant further agrees to abide by the County's policies, rules, regulations and ordinances in the use of such County property. No gambling, solicitation, tobacco products, alcohol, or drug use is permitted on Centre County property.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_