

# Annville Train Station

## Use of Facilities Policy and Contract Friends of Old Annville

Use of the Annville Train Station is at the discretion of the Friends of Old Annville Board. The Board will determine the availability of the facility and must approve any changes or exceptions to the policy.

Group making the request: \_\_\_\_\_

Name of group contact person \_\_\_\_\_ Telephone (\_\_\_\_) - \_\_\_\_ - \_\_\_\_\_

Address \_\_\_\_\_  
(Address) (City) (State) (Zip)

Date of use: \_\_\_\_/\_\_\_\_/\_\_\_\_ Day of use: M T W Th F Sat. Sun.

Begin: \_\_\_\_ AM / PM End: \_\_\_\_ AM / PM Estimated number of participants: \_\_\_\_\_  
What kind of activity is to be held at the Annville Train Station by your group?

**Signature of the applicant on this form indicates that the group requesting to use these facilities understands, and contracts to abide by, the policy and rules of the Board of the Friends of Old Annville as set forth below.**

There will be no smoking or alcohol on the premises.

A member of the Friends of Old Annville will be in attendance.

A rental fee of \$25.00 and a refundable deposit of \$50.00 are to be submitted prior to use of the facilities.

The group will furnish all paper / plastic products, and all trash bags or containers.

The premises are to be restored to their original condition and state of cleanliness prior to leaving.

All refuse and trash will be removed from the premises upon departure of the group.

The dishwasher, if used, is to be emptied before departure of the group.

All chairs and tables are to be cleaned and returned to their original location.

Turn off any fans and lights before departure.

At no time should one person be left alone to close these facilities.

**If the facilities are left in an unsatisfactory condition, the \$50.00 deposit will not be refunded. An additional fee may be charged to cover any costs incurred for necessary cleaning and repairs.**

**The requesting group and attendees will hold Friends of Old Annville, Inc. harmless from and against all claims or actions of liability, and release Friends of Old Annville, Inc. from any and all liability.**

Applicant: \_\_\_\_\_ Date request submitted: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Signature

Fees received: \$ \_\_\_\_\_ Date fees received: \_\_\_\_/\_\_\_\_/\_\_\_\_ Received by: \_\_\_\_\_  
Signature

Check # \_\_\_\_\_  
Approved / Denied by: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Signature

Please retain a copy of this form and submit a copy to: FOOA Box 99, Annville, PA 17003  
You will receive a signed copy, and another copy at the conclusion of the contracted date for the use of the Train Station facilities.

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Office use:  
Fees returned: \$ \_\_\_\_\_ Date fees returned: \_\_\_\_/\_\_\_\_/\_\_\_\_  Check if deposit is left as donation.