

The Town of Williamsport

2 N Conococheague Street
PO Box 307
Williamsport, MD 21795
(301) 223-7711

Community Building Reservation Form

Name: _____

Address: _____

Phone: _____

Reservation Date: _____ Number in Party: _____

Purpose of Reservation: _____

**To receive a refund, cancellation must be
made two (2) weeks prior to the
reservation date.**

Total Fee: 300.00

Balance Due: \$ _____

Regulations:

1. Rental time is from 9:00am-10:30pm. One day only. You may not enter the building on any other day. Failure to leave by 10:30pm will result in a call to the Sheriff's Department and forfeiture of your security deposit.
2. Fireplaces are not operational.
3. Adult supervision of minors must be provided at all times.
4. Town ordinance prohibits alcoholic beverages.
5. No live bands.
6. Smoking is prohibited inside the Community Building.
7. No tape, glue, nails or tacks on any walls, ceilings, windows, floors, etc.
8. There are tables and chairs set up in to seat 64 people. No more than 100 people can occupy the community building at one time. Tables can be moved, but you must pick them up and carry them to move them. Do not drag across the floor. Also, you MUST put the tables back to their original positions.
9. All tables should be wiped off and free of debris.
10. Do not move the ice maker.
11. Do not sit or stand on the tables or window sills.
12. All floor spills must be cleaned up. A mop and broom are available in the closet for your use.
13. Stoves must be cleaned and turned off. Refrigerator and freezer doors must be closed tightly.
14. All trash must be securely bagged and put in the container behind the building.
15. Make sure all windows and doors are closed and locked, lights and air conditioner are off, and toilets are flushed.
16. In case of emergency (regarding the use of the facility), please call (301) 223-7711.
17. Failure to follow these regulations will result in rental privileges being revoked and forfeiture of your security deposit.

I have read and agree to follow the rules and regulations listed here for reserving and using a pavilion. I also agree that I will be responsible for all damages caused during or as a result of my rental.

Signed: _____ Date: _____