



UPPER MORELAND TOWNSHIP
MEETING ROOM/EVENT RESERVATION FORM
Please Print

Contact Information

Organization: _____ Contact Name: _____
(Must be an Upper Moreland resident.)

Phone Number: _____ E-Mail Address: _____

Street Address: _____ City: _____

- "Community Room" is located at the Library. "Council/Caucus Rooms" are located at the Township Building.
- Meeting rooms are reserved only for the same calendar year.
- Meetings/events scheduled only to be held during the Library's and the Township Building's hours and days of operation.

Details of Meeting/Event

Name of Meeting/Event: _____

Purpose of Meeting/Event: _____

Number of Attendees: _____

Facility: Library Community Room (closes 8 p.m.) Council Room (by approval) Caucus Room (by approval)

Recurring: Yes No Recurrence Pattern: Daily Weekly Monthly

____ First ____ Second ____ Third ____ Fourth ____ Last:

SUN MON TUE WED THUR FRI SAT

Specify date(s), start time and end time:

Date	Start:	End:	Date	Start:	End:
Date	Start:	End:	Date	Start:	End:
Date	Start:	End:	Date	Start:	End:
Date	Start:	End:	Date	Start:	End:
Date	Start:	End:	Date	Start:	End:
Date	Start:	End:	Date	Start:	End:

By signing this form, I acknowledge and accept the terms and conditions that were provided by Upper Moreland Township.

Signature: _____ Date: _____

E-mail completed form to the Township Managers Office at: kkristire@uppermoreland.org and/or tsimone@uppermoreland.org, and/or fax to: 215-659-7363.