



Northern Liberties Neighbors Association  
700 N. Third Street (corner Third & Fairmount)  
Philadelphia, PA 19123  
215-627-NLNA (6562)

## COMMUNITY CENTER RESERVATION FORM

**\*Please note: if you do not receive a confirmation e-mail your meeting has not been scheduled\***

Name of Organization or Group \_\_\_\_\_

Date of single event \_\_\_\_\_ If recurring, day of month or week \_\_\_\_\_

Time: From: \_\_\_\_\_ To: \_\_\_\_\_ Approx. # of attendees \_\_\_\_\_

Type of Event: \_\_\_\_\_

Primary Contact: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Alternate Contact: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Signature of person in charge of meeting: \_\_\_\_\_

Date form signed: \_\_\_\_\_

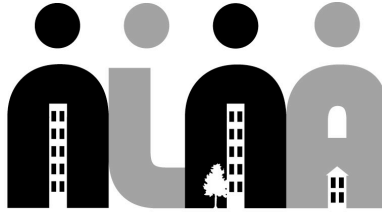
By signing this form, you agree to abide by the Community Center guidelines, attached.

**Alcohol, open fire and electrical appliances are prohibited.**

*This form must be returned to address above in order for your meeting to be scheduled.*

**\*If you do not receive a confirmation e-mail, your meeting has not been scheduled.\***

The NLNA is not responsible for incidents or actions associated with your group's use of the Community Center space.



Northern Liberties Neighbors Association  
700 N. Third Street (corner Third & Fairmount)  
Philadelphia, PA 19123  
215-627-NLNA (6562)

## **COMMUNITY CENTER USAGE GUIDELINES**

**Community Center Use:** The completed Reservation Form must be submitted at least ten (10) days prior to the requested event date but no longer than two months before. Scheduling is subject to availability.

Meeting organizers are responsible for all arrangements (food, beverage, ice, deliveries, and clean up). Please keep the event within the confines of the main room of the Community Center. The office area is off limits; use of office equipment is not allowed. Do not open the rear (grey metal) door.

Abuse of the space will result in your group no longer being welcome to use the Community Center for your events. If the alarm is triggered due to improper exit or entry a charge of \$25 will be assessed.

The Community Center has neighbors and tenants. Please keep this in mind. No loud music. You are responsible for the behavior of your participants. Wipe up any spills to protect the floors. Please report any problems.

If you are using the space for a recurring meeting and have been given a key, the person opening up should disarm the system (after a brief orientation by office staff) and keep only the front door unlocked for your participants to use. After everyone has left, turn off lights and rearm the system before you, the last person exiting, leave the building (there is a 30 second delay before the alarm goes off).

**In case of a Fire please exit the building immediately and call 911.**