

# JEFFERSON TOWNSHIP

## MERCER COUNTY

7407 Lamor Road, Mercer, PA 16137  
Phone: 724-662-3310 Fax: 724-662-0313  
Email: [hjeffersontowns@neo.rr.com](mailto:hjeffersontowns@neo.rr.com)  
[www.jeffersontwppa.com](http://www.jeffersontwppa.com)

### Use of Township Building and Grounds

Township Hall is Not Air Conditioned

Name: \_\_\_\_\_

Address: \* \_\_\_\_\_

City, PA Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Event: \_\_\_\_\_  
(Party, Reunion, Graduation, etc)

Time to Open Building \_\_\_\_\_ Will you use Kitchen? Y N  
Time to Close Building \_\_\_\_\_

Date & Time to pick up key fob for Rental: \_\_\_\_\_

Rental Fees	
Building Fee	\$125.00
Deposit	\$25.00
<b>TOTAL DUE</b>	<b>\$150.00</b>

For Jefferson Township Use Only:	
PAID	Deposit Refund
Date: _____	Fund: General
Check # _____	Amt.: \$25.00
Amount: \$150.00	Acct #: 409.383
	Desc.: Deposit refund

**\*Please Return Key Fob After Your Rental\***

Key Fob can be placed in the drop off box at the entrance door  
Or during Office Hours

**Key Fob #** \_\_\_\_\_

\*\*Date of event is not reserved until we have received total payment for the rental.  
If you cancel your reservation the rental payment of \$125.00 is non-refundable.

We have read a copy of the rules and regulations for use of Jefferson Township Building and Grounds and we are willing to abide by these regulations.

\*Mailing address to  
return deposit fee.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Representative, Jefferson Township