

BOROUGH OF JEFFERSON HILLS  
PERMIT APPLICATION

FOR USE OF A COMMUNITY ROOM

1. Person making application \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ Zip \_\_\_\_\_
2. Group or Organization \_\_\_\_\_  
Address \_\_\_\_\_ Zip \_\_\_\_\_
3. Person in charge if other than applicant shown above (name/address/phone)  
\_\_\_\_\_
4. Single Day Request: Day \_\_\_\_\_ Date \_\_\_\_\_ Hours \_\_\_\_\_
5. Regular year-round request: Year \_\_\_\_\_

	Specific Dates	Hours (from/to)
January		
February		
March		
April		
May		
June		
July		
August		
September		
October		
November		
December		

Please fill in the above for the entire year. If no meeting is scheduled for a particular month, please indicate. Please notify the Borough Manager at 412-655-7735 if a meeting is cancelled so that others may use the room/s.

6. Purpose for which the room is requested: \_\_\_\_\_
7. Will admission fee be charged? \_\_\_\_\_ If yes, amount per person \$ \_\_\_\_\_ X 5 = room fee \$ \_\_\_\_\_
8. Average # of people in attendance: \_\_\_\_\_ % of Jefferson residents \_\_\_\_\_
9. Designate whether group requires: \_\_\_\_\_ tables & chairs Room 2 \_\_\_\_\_ chairs only Room 1

**The Borough may request, if deemed necessary, a list of persons participating. I/We have read, understand and agree to abide by the regulations for the use of the community rooms.**

Date \_\_\_\_\_ Signature of applicant \_\_\_\_\_

Permit Granted \_\_\_\_\_ Denied \_\_\_\_\_ Room Assignment \_\_\_\_\_

Reason, if denied \_\_\_\_\_

Fee received: Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_ Amount \$ \_\_\_\_\_ Check No. \_\_\_\_\_

Date \_\_\_\_\_ Approved by \_\_\_\_\_

BOROUGH MANAGER

PERMIT # \_\_\_\_\_