

4301 TEMPLE ASSOCIATION  
BUILDING MANAGEMENT  
4301 N. Broad Street  
Philadelphia, Pa. 19140

**APPLICATION FOR ROOM RENTALS**

Unit Name / Number: \_\_\_\_\_

Date Requested: \_\_\_\_\_

Meeting Room (Rehearsals) \_\_\_\_ 60 to 96 Monday thru Sunday \$ 50.00

Meeting Room \_\_\_\_ 60 to 96 Monday thru Sunday \$100.00

Purpose: \_\_\_\_ Change Meeting \_\_\_\_ Rehearsal \_\_\_\_ Special Meeting

The fee to change meeting is your normal monthly maintenance fee.

**Must be filled in Completely**

Note: (Maintenance fees must be paid 1 week prior to any event)

Hours: Saturday 11:00 AM to 4:30 PM

Early openings before 11:00 AM - 12:00 PM will be \$20.00 per hour

Overtime rates are \$15.00 the first hour, \$20.00 each additional half hour

**50% Deposit on all Events at signing of this Application**

All cancellations must be done **TWO WEEKS** before date of event or there will be no refund

All Fees Must Be Paid in advance – There will be no exceptions to the Rule

Applicants must accept full responsibility for the above room, equipment and clean-up and agree to abide by the rules and regulations set forth by the Building Manager.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Deposit: \$ \_\_\_\_\_

Final Payment: \$ \_\_\_\_\_

**BUILDING MANAGEMENT USE ONLY**

(Check One)

ROOM	1 ____	2 ____	A ____	B ____	C ____	D ____
HRAM	OES ____	HOJ ____	CA ____	DRM ____	PGMH ____	

**CONTACT INFORMATION**

Signature: \_\_\_\_\_

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

Date: \_\_\_\_\_

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

Paid Check No: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Make all checks and or Money orders Payable to:

**4301 Temple Association**

Please show Organization on all Personal Checks