

# **NEW BRITAIN BOROUGH**

## **BURKART HALL**

### **MEETING ROOM APPLICATION**

**NOTE: THE FOLLOWING RULES AND PROCEDURES MUST BE FOLLOWED WHEN USING THE MEETING ROOM:**

Fees: In order to cover the cleaning and maintenance expenses associated with making this room available there is a \$25 fee per meeting which is due along with this completed application. Please make your checks payable to New Britain Borough.

Required Borough Sponsor: A member of Borough Council or staff must be present for your meeting to open the building and ensure no damage occurs to the facility. If you do not have a sponsor already participating in your meeting, please contact the Borough Manager to arrange for one.

Meeting Purposes: Meeting purposes should be limited to organizational meetings and educational seminars. All other uses should be pre-approved with the Borough Manager.

Food/Drink: You may provide refreshments. However, your group is responsible for all clean up and trash disposal. No alcoholic beverages are permitted at any time.

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**NAME OF ORGANIZATION:** \_\_\_\_\_

**CONTACT PERSON:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_

**PURPOSE OF MEETING:** \_\_\_\_\_

**DATE/TIME REQUESTED TO USE MEETING ROOM:** \_\_\_\_\_

**REQUIRED BOROUGH SPONSOR NAME:** \_\_\_\_\_

**BOROUGH MANAGER APPROVAL:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**NEW BRITAIN BOROUGH MEETINGS WILL HAVE PRIORITY OVER RESIDENT/NONRESIDENT GROUPS  
MEETINGS SCHEDULED.**