

**APPLICATION FOR USE OF
COVINGTON TOWNSHIP PROPERTY**
20 Moffat Drive, Covington Township, PA
Phone: 570-842-8336 Fax: 570-842-2144

(Today's Date)

_____ requests the use of (please check):
(Person or Organization)

Pavilion

Estate Grounds

Mansion

On _____ from _____ to _____ for the following
purpose:
(Event's Date) (Time)

—

—

—

—

(Signature of person designated to be in charge of event)

—

(Contact Address)

—

(Contact Telephone Number)

The above signed, promises to comply with fees, rules, regulations and responsibilities of the Covington Township Board of Supervisors; that includes responsibility for any damage over and above reasonable wear and tear; and the removal of all debris and trash created by the event. In addition, if the Pavilion or other structures are used, they will be returned to their original state at the conclusion of the event. Requests should be made at least one week in advance of the regular Board of Supervisors meeting (first Tuesday of each month.) The Board of Supervisors reserves the right to reject any

application. (Fee schedule attached.) Applications should be returned to the Township Secretary at the Moffat Estate Monday - Friday 9 am - 4 pm. Proof of insurance must be provided. Please provide any additional information which you feel may be necessary for the Board of Supervisors to make a decision on your request. *(Use back of page)*

(Approval Signature)

(Approval Date)