

**ROTARY CLUB REQUEST TO USE  
THE ROTARY D7475 SERVICE FOUNDATION, INC.**

\_\_\_\_\_  
*Date*

PDG Dr. D. Michael Hart, Chairman  
553 Highland Ave, Westfield, NJ 07090

Home – 908-654-7384  
Email - drmhart@yahoo.com

Dear Chairman Hart,

The Board of Directors of the Rotary Club of \_\_\_\_\_  
held a meeting on \_\_\_\_\_ at which a quorum was present. It was agreed  
that we would like to use the services of the Rotary D7475 Service Foundation, Inc.  
to process revenues and expenses for our project described below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The Club hereby authorizes the following individuals to be responsible for all  
generated revenues and expenses associated with this project as appropriate.

\_\_\_\_\_  
*Enter name, email and phone number*

\_\_\_\_\_  
*Enter name, email and phone number*

Please review the attached application and indemnification/hold harmless form and  
let me know at your earliest convenience if this project is approved for participation  
so we can proceed.

Very truly yours,

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Print name*

\_\_\_\_\_  
*Title*

**ROTARY D7475 SERVICE FOUNDATION, INC.**  
**CLUB APPLICATION FORM**

DATE OF APPLICATION: \_\_\_\_\_

LEGAL NAME OF ORGANIZATION: \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_

ORGANIZATION ADDRESS: \_\_\_\_\_

PROJECT LEADER: \_\_\_\_\_

CONTACT INFORMATION: \_\_\_\_\_

PURPOSE OF FUNDS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

APPROXIMATE LENGTH OF PROJECT: \_\_\_\_\_

START DATE: \_\_\_\_\_ TARGET END DATE: \_\_\_\_\_

PERSONS AUTHORIZED TO REQUEST RELEASE OF FUNDS FROM THE ROTARY D7475 SERVICE FOUNDATION (NAME, EMAIL, PHONE #) :

1. \_\_\_\_\_

2. \_\_\_\_\_

Please include the letter (first page above) authorizing this application to the Foundation for the stated purpose(s) and for the persons named above to act on the club's behalf, along with the completed indemnification/hold harmless agreement. The letter must include the names of those authorized persons and must be signed by the club's board chair or authorized individual representing the board. Mail or email the letter and this form to the Rotary D7475 Service Foundation chair. You will be notified if/when the project is approved.

After approval, project revenues and requisitions for payment are to be submitted to the Foundation Treasurer (information below). The requisition form is on the website [www.rotary7475foundation.org](http://www.rotary7475foundation.org).

QUESTIONS? - Call or email the Chair

\_\_\_\_\_

Please do not write below this line

Foundation Board approved the project on : \_\_\_\_\_ By: \_\_\_\_\_

Chairman

\_\_\_\_\_

Mail checks, payable to Rotary District 7475 Foundation, to Michael Townley, Treasurer  
c/o 342 Rahway Avenue, South Plainfield, NJ 07080-3741  
[mrtownley@njrotary.org](mailto:mrtownley@njrotary.org) - 908-227-6782

**ROTARY D7475 SERVICE FOUNDATION, INC.**  
**INDEMNITY AND**  
**HOLD HARMLESS AGREEMENT**

THIS AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_,  
by and between \_\_\_\_\_, with an address at \_\_\_\_\_  
\_\_\_\_\_ (hereinafter referred to as  
the "Event Sponsor") and Rotary D7475 Service Foundation, Inc. (hereinafter referred to as the  
"Foundation"),

1. Foundation hereby consents to act as the sponsor for the following event:

\_\_\_\_\_  
\_\_\_\_\_

2. The Foundation's point of contact, mailing address, telephone and email is:

Michael Townley, Treasurer; 342 Rahway Ave, South Plainfield, NJ 07080-3741  
- 908-227-6782 – [mrtownley@njrotary.org](mailto:mrtownley@njrotary.org)

3. The Event Sponsor's point of contact and their mailing address, telephone, and email is as follows:

\_\_\_\_\_  
\_\_\_\_\_

4. All proceeds and disbursements for the foregoing event shall be deposited in or charged against a Foundation bank account by the Foundation treasurer. The Treasurer shall track all revenues and expenses as a Project specific to the above event. Foundation shall not be obligated to expend any of Foundation's monies in connection with the foregoing event from any other account and in no case in excess of revenues received and recorded in the Project. Any net proceeds from the foregoing event shall be used solely for a charitable purpose.

**ROTARY D7475 SERVICE FOUNDATION, INC.**

5. The Event Sponsor agrees to indemnify, defend and hold Foundation and its officers and agents harmless from any and all liability, demands, claims, suits, losses, injuries, damages, judgments, expenses, costs and reasonable attorney's fees arising out of or resulting from sponsoring the aforesaid event, including any costs of any kind resulting from the acts or omissions of any guest, participant, visitor or other person in connection with the aforesaid event.
  
6. The Event Sponsor shall act as the guarantor under any contract between any vendor and Foundation in connection with the foregoing event and shall be responsible for any and all obligations under said contracts. Any such contracts shall be subject to the review and approval by Foundation.
  
7. The Event Sponsor shall be responsible for providing a written acknowledgment to any donor of charitable contributions of \$250.00 or more in connection with the aforesaid event.

**IN WITNESS WHEREOF**, the parties hereto have set their hands and seals the day and year first written above.

**EVENT SPONSOR ATTEST:**

\_\_\_\_\_

Event Sponsor Name

By: \_\_\_\_\_  
Secretary

By: \_\_\_\_\_  
President/Chairman

Print name: \_\_\_\_\_

Print name: \_\_\_\_\_

**WITNESS:**

**ROTARY D7475 SERVICE FOUNDATION,  
INC.**

By: \_\_\_\_\_  
Michael Townley, Treasurer

By: \_\_\_\_\_  
PDG Dr. D. Michael Hart, Chair