



**BUILDING & PICNIC RENTAL PERMIT**  
 www.titusvilleleisureservices.com

<u>Roberts Grove</u>	<u>Picnic Shelter #</u>	<u>Activities Building</u>	<u>Evans Lodge</u>	<u>* Community Center</u>	<u>Scheide Park</u>
<u>Without Electric</u> \$55.00	Seating 70 – 80 ___ \$60.00	Seating 70 - 80 ___ \$60.00	Seating 40 - 50 ___ \$85.00	Seating 80 – 120 <i>Banquet tables</i> <i>10'X30"</i> <i>(seats 8 or 10)</i> \$85.00 or \$100.00 with kitchen + \$20.00 deposit	<u>Without Electric</u> \$55.00
<u>With Electric</u> \$60.00					<u>With Electric</u> \$60.00
<u><b>Roberts Grove Park ✓list</b></u>	<u><b>Picnic Shelter ✓list</b></u>	<u><b>Activities Building ✓list</b></u>	<u><b>Evans Lodge ✓list</b></u>	<u><b>Community Center ✓list</b></u> <b>Can't Use:</b>	<u><b>Scheide Park ✓list</b></u>
___ Clean area ___ Lock building ___ Lock restroom ___ Put garbage in garbage can(s) ___ Report any damage ___ Return key as instructed	___ Clean area ___ Put garbage in dumpster ___ Extinguish fire ___ Report any damage ___ If the other shelter (#1 or #2), is not in use, please turn off electric ___ Return key as instructed	___ Clean area ___ Put garbage in dumpster ___ Extinguish fire ___ Report any damage ___ Please lock restroom doors ___ Return key as instructed	___ Clean area ___ Put garbage in dumpster ___ Extinguish fire ___ Report any damage ___ Lock all windows ___ Lock door ___ Return key as instructed	<b>Convection Oven</b> <b>No Freezer</b> <b>No Dishwasher</b> -Clean building – sweep floors (kitchen, dining room, etc.) -Put garbage in Dumpster -Report any damage -Lock all doors -Exit out the door by Recreation Center Office. -Return key as instructed - Kitchen staff will check kitchen to see if deposit is returned.	___ Clean area ___ Put garbage in dumpster ___ Report any damage ___ Lock electric panel ___ Return key as instructed

Permission is hereby granted to:

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

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

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

E-mail address: \_\_\_\_\_

Rental Date: Month: \_\_\_\_\_ Day: \_\_\_\_\_ Date: \_\_\_\_\_ Year: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

Purpose of rental: \_\_\_\_\_ # of people attending \_\_\_\_\_

The person who reserves the facility is responsible for the conduct of his/her party. Activities for people under the age of 18 must be under responsible adult supervision at all times. If the activity is chaperoned, please list the names, addresses and phone numbers of the adult chaperones below (also, please note the facility capacity as stated above):

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

***Community Center Renters:  
 No use of tape for decorating purposes. THANK YOU!!!***

***\*ATTN: Sunday renters of the  
 Community Center (Tyc-Toe)  
 The building will not be  
 available until after 10:30am***

- To gain access to the facility (or electric), it will be necessary for you to pickup the key on the following *weekday*:  
 Mon., \_\_\_\_\_ Tues., \_\_\_\_\_ Wed., \_\_\_\_\_ Thurs., \_\_\_\_\_ or Fri., \_\_\_\_\_ between 9:00am & 4:00pm

**✱ ALCOHOLIC BEVERAGES ARE NOT PERMITTED AT ANY OF OUR RECREATION PARK FACILITIES.  
 USE OF TOBACCO PRODUCTS IS PROHIBITED WITHIN ALL CITY PARKS – SEE ATTACHED ORDINANCE #3210**

**Please leave the facility clean.** Please place garbage in garbage bags and deposit all bags in the dumpster located near the front entrance parking lot near the Community Center – (west end of the park along Murdoch Boulevard) .

The Titusville Area Leisure Services Commission tries to maintain this facility for your convenience. Due to vandalism and unscheduled use of the facility, maintenance becomes difficult. We would appreciate your help by reporting any vandalism.

*Thank you.*

**“I have received a copy of the Rules and Regulations governing the use of City Park properties. As a condition of use of the facility I agree to indemnify and hold harmless the City of Titusville, and its officials, employees and agents from and against any and all liabilities, judgments, settlements, losses, costs and charges (including attorney fees) incurred by the City of Titusville or any of its officials, employees, or agents as a result of any claim, demand, action or suit relating to any bodily injury (including death), loss or property damage caused by, arising out of, related to or associated with the use of the Property by myself or by any of my members, employees, agents or invitees. I further agree to pay the City of Titusville for any and all physical loss or damage to the Property (including the cost to repair or replace the property) caused by, arising out of, relating to or associated with the use of the Property by myself or by any of my members, employees, agents or invitees.”**

**AGAIN ANYONE NOT COMPLYING WITH ALL RULES AND REGULATIONS WILL BE PROCESSED TO THE FULLEST UNDER THE LAW AND CITY ORDINANCE NO. 3077**

Applicant Name (print): \_\_\_\_\_ Applicant’s Signature: **X** \_\_\_\_\_ date

Approved by: \_\_\_\_\_ Acknowledgement of Ordinance **\*** \_\_\_\_\_ date  
*date* #3210 (see your attached copy)

revised effective May 31, 2013