



FACILITY RENTAL FORM

(rev 1/1/16)

City Hall Administrative Offices
107 N Franklin St
Titusville PA 16354-1734

Reservations can be made in person at City Hall or on-line @ <http://titusvillepa.recdesk.com/recdeskportal/>

Email parksandrec@cityoftitusvillepa.gov or call 827-5300 x 310 with any questions.

Please complete this form in its entirety and submit with full payment to the City of Titusville

NAME OF RESPONSIBLE PARTY	HOME PHONE () -
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MAILING ADDRESS

EMAIL ADDRESS	CELL/ALTERNATE PHONE () -
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To gain access to the facility (or electric), it will be necessary for you to pick-up the key on:

Mon Tues Wed Thurs Fri between 9:00am & 4:00pm at City Hall.

RESERVATION INFORMATION

RESERVATION DATE / / Purpose	FACILITIES <input type="checkbox"/> Roberts Grove <input type="checkbox"/> Picnic Shelter # ____ <input type="checkbox"/> Activities Building <input type="checkbox"/> Evan's Lodge <input type="checkbox"/> Community Center <input type="checkbox"/> Scheide Park Gazebo	TIME to Estimated Attendance
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FACILITY & FEE INFORMATION

Roberts Grove <i>Rental ✓ list</i>	Picnic Shelter #__ <i>Rental ✓ list</i>	Activities Building <i>Rental ✓ list</i>	Evan's Lodge <i>Rental ✓ list</i>	Community Center <i>Rental ✓ list</i> After 11 am ONLY	Scheide Park Gazebo <i>Rental ✓ list</i>
<input type="checkbox"/> Clean area <input type="checkbox"/> Lock building <input type="checkbox"/> Lock restroom <input type="checkbox"/> Garbage in dumpster <input type="checkbox"/> Report any damage <input type="checkbox"/> Return key	<input type="checkbox"/> Clean area <input type="checkbox"/> Garbage in dumpster by Senior Center lot <input type="checkbox"/> Extinguish fire <input type="checkbox"/> Report any damage <input type="checkbox"/> Turn off electric <input type="checkbox"/> Return key Seating 70 – 80	<input type="checkbox"/> Clean area <input type="checkbox"/> Garbage in dumpster by Senior Center lot <input type="checkbox"/> Extinguish fire <input type="checkbox"/> Report any damage <input type="checkbox"/> Lock restrooms <input type="checkbox"/> Return key Seating 70 – 80	<input type="checkbox"/> Clean area <input type="checkbox"/> Garbage in dumpster by Senior Center lot <input type="checkbox"/> Report any damage <input type="checkbox"/> Lock doors <input type="checkbox"/> Return key Seating 40 – 50	<input type="checkbox"/> Clean area <input type="checkbox"/> Sweep floors <input type="checkbox"/> Garbage in dumpster by Senior Center lot <input type="checkbox"/> Report any damage <input type="checkbox"/> Lock all doors <input type="checkbox"/> Return key Seating 80 – 120	<input type="checkbox"/> Clean area <input type="checkbox"/> Garbage in cans <input type="checkbox"/> Report any damage
<input type="checkbox"/> \$ 60.00 *	<input type="checkbox"/> \$ 60.00 *	<input type="checkbox"/> \$ 60.00 *	<input type="checkbox"/> \$ 100.00 *	<input type="checkbox"/> \$ 100.00 *	<input type="checkbox"/> \$ 60.00 *

*** Failure to clean-up the facility will result in a \$30 clean-up fee, which must be paid prior to any future reservations.**

RELEASE OF LIABILITY: 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 above, 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. ANYONE NOT COMPLYING WITH ALL RULES AND REGULATIONS WILL BE PROSECUTED TO THE FULLEST EXTENT UNDER THE LAW AND CITY ORDINANCES NO. 3077 and 3210. It shall be the responsibility of the renter to obtain any necessary permits, insurance, and/or licenses required, and to abide by all State laws as well as City Ordinances. Special Event applications are required for events that will: exceed the stated capacity for any one facility, use an open area or public roadway, generate sound exceeding 80 decibels (i.e. fireworks, music), or include the serving of food to the general public.	** Office Use Only** Fee Paid _____ Cash / Check # _____ Paid By _____ Date rcvd ____ / ____ / ____ Staff _____
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SIGNATURE OF RESPONSIBLE PARTY	DATE
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CITY HALL STAFF APPROVAL	DATE
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