



**MILLER SIBLEY PAVILION RENTAL FORM**  
**CITY OF FRANKLIN**  
**430 13TH STREET**  
**FRANKLIN, PA 16323**  
**814-437-1922 ext. 1131**

★ Reservations must be made in person at City Hall - 430 13th Street Franklin, PA 16323 or by phone 814-437-1922 ext. 1131

PLEASE COMPLETE THIS FORM IN ITS ENTIRETY AND SUBMIT WITH FULL PAYMENT TO THE CITY OF FRANKLIN

RESPONSIBLE PARTY INFORMATION	
NAME OF RESPONSIBLE PARTY	HOME PHONE
MAILING ADDRESS	
EMAIL ADDRESS	CELL / ALTERNATIVE PHONE
RESERVATION INFORMATION	
EVENT	
RESERVATION DATE	
KEY INFORMATION	
<p>To gain access to the pavilion restrooms, kitchen, etc., the key can be picked up at City Hall 1 day prior to the rental date, between the hours of 8AM and 4:30PM. For any weekend day rentals, the key must be picked up on Friday. Key must be returned by noon the <u>following</u> day to the drop box at City Hall. Failure to do so will result in another day's rental fee.</p>	
FACILITY & FEE INFORMATION	
<p>Miller Sibley Pavilion            Sugarcreek, PA            \$80.00 a day</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Fee must be paid at least 2 weeks prior to reserved date or reservation will be canceled</li> <li><input type="checkbox"/> Cancellations must be made 2 weeks prior to reserved date to receive a refund</li> <li><input type="checkbox"/> No Alcoholic Beverages permitted</li> <li><input type="checkbox"/> Clean Area *The City does not clean/sanitize the area or its contents against infection of Covid-19, etc.                *Failure to clean-up the pavilion will result in a \$30.00 fee, which must be paid prior to any future reservations.</li> <li><input type="checkbox"/> Empty trash cans into the dumpster</li> <li><input type="checkbox"/> Report any damage or vandalism to the Franklin Police Dept. at 814-437-1644</li> <li><input type="checkbox"/> Turn all lights off</li> <li><input type="checkbox"/> Lock all doors (Kitchen, bathroom, etc.)</li> <li><input type="checkbox"/> City is not responsible for lost or stolen items (check refrigerator/freezer)</li> <li><input type="checkbox"/> Any problems call the Franklin Police Dept. at 814-437-1644</li> <li><input type="checkbox"/> Return Key by noon the following day to the drop box at City Hall</li> </ul> <p>*Failure to return key in a timely manner will result in being charged for an additional day of rental (\$80.00).</p>	
<p>RELEASE OF LIABILITY: I agree to indemnify and hold harmless the City of Franklin, and it's officials, employees, and agents from and against any and all liabilities, judgements, settlements, losses, costs, and charges (including attorney fees) incurred by the City of Franklin 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 of property damage caused by arising out of, related to or associated with the use of the property by myself or any of my members, employees, agents, or invitees. I further agree to pay the City of Franklin for any and all physical loss or damage to the property (including costs to repair or replace the property) caused by, arising out of, relating to or associated with the use of the property by myself or any of my members, employees, agents, or invitees. It shall be responsibility of the renter to obtain any necessary permits for events at the property. I acknowledge and understand all the rental requirements and responsibilities.</p>	<p align="center"><b>**OFFICE USE ONLY**</b></p> <p>Amount PD: _____</p> <p>Cash / Check # : _____</p> <p>Key # Given: _____</p> <p>Date Rcvd: _____</p> <p>Staff: _____</p>
SIGNATURE OF RESPONSIBLE PARTY	DATE
CITY HALL STAFF APPROVAL	DATE