



# Millbrook Marsh Nature Center

548 Puddintown Road • State College, PA 16801  
(814) 235-7819 • [www.CRPR.org](http://www.CRPR.org)

## Facility Rental Request Form

Date of Inquiry: \_\_\_\_\_ Via \_\_\_\_\_

Actual Event Time: \_\_\_\_\_ - \_\_\_\_\_

**Rental Date:** \_\_\_\_\_

**Total Rental Time:** \_\_\_\_\_ - \_\_\_\_\_  
(including set-up and clean-up)

Facility Use/Event: \_\_\_\_\_

Contact Person/Title: \_\_\_\_\_

Organization: \_\_\_\_\_

# of visitors: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

✓	Facility	Date (if multiple days)	Time (if multiple facilities)	Fee	Total
	Barn			First 2 hours: \$165 Additional hours:\$25	
	Pavilion			First 3 hours: \$60 Additional hours:\$10	
	Instructional Use of Grounds			Permit required; Fees vary	
	Projector and/or Projector Screen			\$10 each	
	Alcohol Permit/Refundable Deposit (pending post-event walkthrough)			Permit: \$100 Deposit: \$200	

### For Administrative Use Only:

#### Additional Notes:

Initial facility tour:

Tables/chairs:

Entertainment:

Food:

Keys:

Caterer insurance:

Alcohol pre-event walkthrough:

Alcohol post-event walkthrough:

Invoice # \_\_\_\_\_

Permit # \_\_\_\_\_

#### Checklist:

- ☐ Calendar
- ☐ RecDesk Entered: \_\_\_\_\_
- ☐ Invoice Sent
- ☐ Insurance Provided
- ☐ Tent Policy
- ☐ Paid: \_\_\_\_\_
- ☐ Waiver Signed
- ☐ Receipt Sent
- ☐ Calendar Updated
- ☐ Alcohol Policy Signed
- ☐ Credit Card Authorization
- ☐ Alcohol Deposit Refund

