



**Facility Reservation Application**

Mill Cove, Inc.  
P.O. Box 262  
Mansfield, Pennsylvania 16933

Mill Cove, Inc. Point of Contact: [millcovepa@gmail.com](mailto:millcovepa@gmail.com) 570-418-3593

Group/Organization \_\_\_\_\_

Location requested: \_\_\_\_\_

Approximate # Expected for Event: \_\_\_\_\_

Reservation Holder Information:

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

\_\_\_\_\_

**E-mail** \_\_\_\_\_

**Phone #s** \_\_\_\_\_

This Reservation is granted for the period of \_\_\_\_\_ and is revocable at will by Mill Cove, Inc. and subject to the following conditions:

**General Conditions:**

1. The uses granted by this approved reservation shall be without costs to Mill Cove, Inc. Board of Directors.
2. Work, activity or event is subject to the approval of the Mill Cove, Inc. Board of Directors or designated representative. Requests for use of Mill Cove, Inc. areas for special activities should be received well in advance of the activity and at 14 days prior to the activity or event.
3. A privy is onsite, situated above the large pavilion and is accessible via the Kinder-Morgan Trail. Should the group desire use of port-a-potties, the organizer shall be responsible for the rental of same as well as the removal following the activity or event.
4. The reserving group shall also be responsible for provision or rental of tents, tables, chairs, generator and connecting cord to the electrical box or other amenities.
5. The reservation holder shall absolve Mill Cove, Inc., its officers, and board, harmless from any and all claims of any nature whatsoever arising from, or out of, its use of the premises and/or facilities.
6. Mill Cove, Inc. will require event Insurance, naming Mill Cove, Inc. as an additional insured, for any activity or event. A copy of the insurance certificate will be required at the time of the submission of the deposit for event or facility use.
7. Upon receiving a signed copy of the event reservation, permission may be granted to use the site only on the dates requested above. The person submitting the reservation request must be present at the event. This request may not be transferred to any other individual or group.
8. The event organizer and accompanying participants should exercise due care in the use of the premises so as to minimize the impact on facilities as well as the natural and environmental resources. Driving on or damaging of grounds is prohibited, and all vehicles shall be parked in designated parking areas. Additional mowing requirements may be completed by the reserving group at no cost to Mill Cove, Inc.
9. No signs or structures may be attached to Mill Cove, Inc. facilities (i.e. signs). Hooks have been provided on the roadside of the large pavilion for use to hang a banner or sign.
10. Glass containers are prohibited. Fires are limited to fire rings only.

11. All trash, debris, tents, permitted signs, and rented tables, chairs, and port-a-potties, etc. used for the event shall be cleaned up and removed at the conclusion of the event.

**12. A deposit is required for all activities according to the fee chart and will be refunded if area is cleaned up per permit requirements.**

Please return one signed copy of this permit to the address provided above.

---

Signature of Person Submitting Request

Date

---

Signature Mill Cove Representative, Mill Cove, Inc.

Date

**Adopted by Mill Cove, Inc. Board of Directors, October 11, 2023**