

**BLUEBERRY HILL PARK**  
**ACTIVITY CENTER RENTAL CONTRACT**

Set Up: \_\_\_\_\_  
Clean up by: \_\_\_\_\_

RESERVATION DATE: \_\_\_\_\_ PERMIT NUMBER: \_\_\_\_\_  
(Please list the day of the week, month, date and year)

STARTING TIME: \_\_\_\_\_ AM/PM ENDING TIME: \_\_\_\_\_ AM/PM NUMBER OF PEOPLE: \_\_\_\_\_  
\_\_\_\_\_ HOURLY RENTAL NUMBER OF HOURS \_\_\_\_\_ (Does not include 1/2 hour set-up and 1/2 clean-up time.)

**SET-UP TIME: 1 HOUR BEFORE EVENT START TIME – 2 HOURS BEFORE A WEDDING AT FUNCTION RATE**

ORGANIZATION/RENTER: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ TYPE OF EVENT: \_\_\_\_\_

HOME PHONE (w/area code): \_\_\_\_\_ WORK PHONE (w/area code): \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

REQUEST USE(s): Activity Hall \_\_\_\_\_ Kitchen \_\_\_\_\_ Rec Center \_\_\_\_\_ Alcohol Permit \_\_\_\_\_ Grill \_\_\_\_\_  
Additional Hour(s) \_\_\_\_\_ at the appropriate hourly rate (ending no later than 12:00 am)

CATERER: \_\_\_\_\_ Borough Cleaning: Yes \_\_\_\_\_ No \_\_\_\_\_

TOTAL RENTAL FEE: \$ \_\_\_\_\_ (If claiming Non-Profit status please provide a copy of your 501c(3) Certification)

RENTAL FEE DEPOSIT: \$ \_\_\_\_\_ DATE RENTAL FEE DEPOSIT FEE RECEIVED: \_\_\_\_\_

BALANCE DUE: \$ \_\_\_\_\_ DATE DUE: \_\_\_\_\_ DATE RECEIVED: \_\_\_\_\_

DAMAGE/CLEANING: \$ 300.00\* DATE DUE: \_\_\_\_\_ DATE RECEIVED: \_\_\_\_\_  
DEPOSIT \*Must be a separate check dated the day of the event. DATE RETURNED: \_\_\_\_\_

**Make checks payable to "Borough of Franklin Park".**

**I understand and do hereby agree that:**

1. Only those individuals authorized by the sponsoring organization/renter shall be permitted in the building.
2. Individuals involved in the activity are limited to the use of the area indicated. Parents/guardians are responsible for their children's behavior.
3. The Activity Center will be opened for you by recreation staff and it will be inspected and closed by them at the end of your function.
4. The Activity Center is a smoke-free building. Smoking inside the building is prohibited.
5. **ALCOHOLIC BEVERAGES ARE NOT PERMITTED IN THE ACTIVITY CENTER WITHOUT A PERMIT. NO ALCOHOL IS PERMITTED IN THE LOWER LEVEL REC CENTER. NO GLASS CONTAINERS ARE PERMITTED.**
6. Release of Liability: The Renter and all participating individuals in the event sponsored by the Renter at Blueberry Hill Park hereby absolve and agree to indemnify and to hold harmless from any liability whatsoever arising from the use of Blueberry Hill Park, the Borough of Franklin Park, its employees, officers, agents and volunteers.
7. I have read and understand the Rental Policy regarding the use of the Activity Center, and I agree to fully abide by its contents.
8. Reservations will only be accepted upon receipt of the Rental Fee Deposit and the information required by this form.
9. A Facility Supervisor will generally be in attendance throughout your event.
10. Franklin Park Borough reserves the right to photograph events for promotional purposes.
11. **Important note:** Any changes made to this contract, within 60 days of the event, will result in a \$25.00 charge, due immediately, for each change i.e. time change, cleaning change. No changes will be made to this contract until the fee is paid. Arrangements for an Alcohol Permit or use of the grill need to be made in advance through this office.
12. **HELIUM BALLOONS (OF ANY KIND), CONFETTI, FOG MACHINES, SMOKE MACHINES AND SIMILAR DEVICES ARE ABSOLUTELY FORBIDDEN INSIDE ACTIVITY CENTER. CANDLES MUST BE ENCLOSED AND HAVE SOMETHING UNDERNEATH TO CATCH DRIPPING WAX.**

**For Police Emergency Only dial 911. For non-emergency dial 412-473-3056.**

SIGNATURE: \_\_\_\_\_ Today's Date \_\_\_\_\_

E-MAIL: \_\_\_\_\_

**ADDITIONAL PERMITS ISSUED WITH USE OF THE ACTIVITY CENTER**

Rental Date: \_\_\_\_\_ Permit # \_\_\_\_\_

Renter's Name: \_\_\_\_\_

Volleyball Court A \_\_\_\_\_

Basketball Court A \_\_\_\_\_

Bocce Court \_\_\_\_\_

Horseshoe Pit \_\_\_\_\_

Available sports equipment at a cost of \$2.00 each: Volleyball, Soccer Ball, Badminton, Basketballs, Bocce Balls and Horseshoes. Sports equipment is available from the Activity Center Supervisor and must be returned in order for your cleaning/damage deposit to be returned. The ball fields and above facilities are available to be used if not in use by other permit holders.

**FRANKLIN PARK BOROUGH**  
**FACILITIES HOLD HARMLESS AGREEMENT**

It is hereby understood and agreed that Franklin Park Borough will make available for recreational use park shelters, and other facilities and that I/we, the undersigned, acting on behalf of all participants, both individually and collectively hold harmless Franklin Park Borough, its officials, agents, employees, and volunteers, from and against all claims for injuries to our program participants or invited spectators resulting from our/their use of these facilities.

It is understood that I/we accept this condition in return for the use of the park recreational facilities or buildings on the days and times made available by the Borough.

All participants should be notified that Franklin Park Borough's liability for injuries is limited as defined under the Political Subdivision Tort Claim Act (330-1978) and the Recreation Use of Land and Water Act. We agree to notify the parents or guardians of all minors that they, and not the Borough of Franklin Park will be responsible for expenses for medical treatment resulting from participation in any program/activity for which we have requested this authorization.

In addition, persons requesting the use of parks for concession purposes shall provide to the Borough certificates of product liability insurance insuring Franklin Park Borough against damages arising from the sale of food products and providing defense coverage and costs including attorney's fees as well.

The undersigned hereby acknowledges receipt of copies of all current Franklin Park Borough rules and regulations concerning use of its parks and recreational facilities and agrees to notify all participants in its activities of same, and also to ensure that all participants and invited spectators abide by such rules and regulations. Failure to do so shall constitute grounds for revocation of any or all permits for usage.

\_\_\_\_\_  
Permitee Print Name

\_\_\_\_\_  
Rental Date

\_\_\_\_\_  
Permitee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Signer Signature

\_\_\_\_\_  
Date

# **BLUEBERRY HILL PARK ACTIVITY CENTER**

## **CLEANING PROCEDURES**

**IN ORDER TO RECEIVE A FULL REFUND OF YOUR DAMAGE/CLEANING DEPOSIT, THERE CAN BE NO DAMAGE TO THE FACILITY AND THE FOLLOWING CLEANING PROCEDURES MUST BE ADHERED TO. THIS APPLIES TO THE UPPER AND LOWER LEVELS OF THE ACTIVITY CENTER:**

1. REMOVE ALL DEBRIS, TABLE PAPER AND TAPE FROM TABLES.
2. CLEAN SPILLS AND CRUMBS OFF TABLES AND CHAIRS.
3. SWEEP ENTIRE FLOOR IN THE MAIN HALL. SWEEP ENTRYWAY, RESTROOMS, KITCHEN AND STAIRS. MOP MAIN HALL.
4. CLEAN ALL SPILLS AND CRUMBS FROM ON OR INSIDE STOVE, REFRIGERATOR, MICROWAVE, SINKS AND COUNTER TOPS.
5. CLEAN RESTROOM SINKS IF NECESSARY.
6. CHECK COMMODES AND URINALS TO MAKE SURE THEY ARE FLUSHED AND CLEAN. THIS INCLUDES THE LOWER LEVEL.
7. PICK UP ALL TRASH IN AND AROUND THE DECK AREA (MUST BE DONE BY THE RENTER WHETHER THE BOROUGH IS CLEANING OR NOT).
8. REMOVE USED TRASH BAGS FROM TRASH RECEPTACLES, PLACE IN DUMPSTER AND PLACE NEW TRASH BAGS IN RECEPTACLES (MUST BE DONE BY THE RENTER WHETHER THE BOROUGH IS CLEANING OR NOT).

CLEANING AGENTS ARE LOCATED IN THE DOWNSTAIRS STORAGE ROOM AT THE BOTTOM OF THE STAIRS; BROOMS, MOPS, ETC. ARE LOCATED IN THE UPSTAIRS STORAGE ROOM. ALL CLEANING AGENTS AND SUPPLIES MUST BE RETURNED TO THE PROPER LOCATION AFTER USE.

REMEMBER, YOU EXPECTED TO FIND THE FACILITY IN A CLEAN CONDITION, AND SO DOES THE NEXT PERSON.

IF YOU HAVE ANY PROBLEMS, YOU SHOULD FIRST CONTACT THE FACILITY SUPERVISOR DOWNSTAIRS. IF HE/SHE IS NOT AVAILABLE, CALL THE POLICE NON-EMERGENCY NUMBER AT 412-473-3056. **PLEASE CALL 911 FOR EMERGENCY ONLY.**

YOU MUST COMPLETE AND RETURN THE ATTACHED CLEANING ACKNOWLEDGEMENT FORM.

**THANK YOU FOR YOUR COOPERATION.**

# **BLUEBERRY HILL PARK ACTIVITY CENTER**

## **CLEANING ACKNOWLEDGEMENT**

IN ORDER TO INSURE THAT THE FACILITY WILL ALWAYS BE CLEAN AND READY FOR USE BY THE NEXT PERSON, THE BOROUGH REQUIRES THAT YOU INFORM US IN ADVANCE AS TO WHETHER OR NOT YOU WILL CLEAN THE FACILITY AFTER YOUR EVENT. PLEASE COMPLETE THE INFORMATION BELOW AND RETURN THIS FORM WITH YOUR RENTAL CONTRACT.

\_\_\_\_\_ **I WILL NOT** clean the rental hall (upper level) after my event. I understand that \$100.00 will be added to my rental fee and a \$200.00 check will be submitted (dated the day of your function.) This check will be held until after my event in case of any damages. I understand that my \$200 damage/cleaning deposit will be forfeited if damages occur. **\*\*Whether the Borough is cleaning or not the renter is still responsible for the cleanup and removal of all garbage which would then be placed in the dumpster outside the Activity Center.\*\***

\_\_\_\_\_ **I WILL** clean the facility after my event. However, I understand that if the facility is not cleaned to the attached specifications, my entire \$300 damage/cleaning deposit will be forfeited.

SIGNATURE: \_\_\_\_\_

NAME: \_\_\_\_\_

DATE SIGNED: \_\_\_\_\_

RESERVATION DATE: \_\_\_\_\_

**PLEASE NOTE THAT YOUR DECISION TO CLEAN OR NOT TO CLEAN THE FACILITY YOURSELF CAN BE CHANGED PRIOR TO YOUR EVENT. IF THE CHANGE IS WITHIN 60 DAYS OF YOUR EVENT A \$25 ADMINISTRATIVE FEE WILL BE CHARGED IN ADDITION TO THE NORMAL CLEANING FEE.**