

BOROUGH OF FRANKLIN PARK
LINBROOK PARK SHELTER RENTAL PERMIT

RESERVATION DATE: _____
(Please list the day of the week, month, date and year)

RENTER'S NAME: _____

MAILING ADDRESS: _____

DAY PHONE (w/area code): _____ EVENING PHONE (w/area code): _____

TYPE OF EVENT: _____

STARTING TIME: _____ AM/PM

ENDING TIME: _____ AM/PM

SHELTER: **O'Keefe-Lenzner** (near ballfield)

RENTAL FEE: _____ Borough Residents: \$50 _____ Non-Borough Residents: \$75 Damage Deposit - \$100

SHELTER: **Cherry Grove**

RENTAL FEE: _____ Borough Residents: \$25 _____ Non-Borough Residents: \$40 Damage Deposit - \$50

(If claiming resident status the permit and all checks must be in the resident's name)

DAMAGE/CLEANING: \$ _____ Check #: _____ \ Date Returned: _____
*Check should be dated the date of your event.

TOTAL RENTAL FEE: \$ _____ Check #: _____ Date Received: _____

FULL PAYMENT DUE UPON SUBMISSION

Make checks payable to "Borough of Franklin Park", 2344 West Ingomar Road, Pittsburgh, PA 15237.

I understand and do hereby agree that:

1. Use of the Borough's name and/or logo in the promotion of any event, including those events which an entity may hold at the O'Keefe-Lenzner and/or Cherry Grove Shelter, is strictly prohibited without the consent of Borough Council. The borough reserves the right to cancel the reservation of any person, group or organization violating this policy. Any person, group or organization violating this provision will also forfeit their rental fee.
2. A separate check must be made out for the damage/cleaning deposit. **This check must be dated the date of your function.** This check will be returned following the rental, provided there are no damages and the shelter is cleaned.
3. All persons that rent the designated shelter are required to abide by all park and recreation rules and regulations. Regulations will be provided when the permit is signed.
4. All persons, if given permission to use the designated shelter, assume all responsibilities with regard to injury and/or accident and all liabilities. ***See attached Hold Harmless Agreement.**
5. Permit holder agrees to be held responsible for any damage done to the designated shelter while this permit is in effect.
6. The permit holder is required to clean up any/all debris after their event.
7. Responsible adult supervision must be maintained at all times during use of the designated shelter.
8. Franklin Park Borough reserves the right to photograph events for promotional purposes.
9. Renters desiring to provide activities (bounce house, catering, DJ, entertainment, etc.) must comply with the Third Party Vendor Rider.
10. **STAPLES, NAILS AND THUMB TACKS ARE NOT ALLOWED TO BE USED ON THE WOOD OR ON THE PICNIC TABLES. USE OF SUCH MATERIALS WOULD RESULT IN FORFEITURE OF THE DAMAGE DEPOSIT. TAPE IS ALLOWED BUT MUST BE REMOVED.**
11. **NO ALCOHOL IS PERMITTED IN THE PARK.**

***THIS SIGNED PERMIT GIVES THE RENTER EXCLUSIVE USE OF THE DESIGNATED SHELTER DURING SPECIFIED DATE AND TIMES. THIS PERMIT SHOULD BE PRESENT DURING THE RENTAL DATE.**

Renter's Signature: _____

Date: _____

E-Mail: _____

NON-EMERGENCY # FOR POLICE: (412) 473-3056
EMERGENCY ONLY DIAL 911

Approved: _____

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 ensuring 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

**BOROUGH OF FRANKLIN PARK
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THIRD PARTY VENDOR RIDER

Event Date: _____ Renter Name: _____

Start Time: _____ End Time: _____

Any Renter intending to provide activities or services such as a bounce house, entertainment, or caterers must use a third party vendor in compliance with this Rider. This Rider does not create a contract between the Borough and the third party vendor. The Hold Harmless Agreement between the Borough and the Renter is expressly incorporated into this Rider.

Third party vendors must provide proof of Commercial General Liability insurance including personal injury, broad form property damage, with limits not less than \$1,000,000 per occurrence, combined single limit of liability for both property damage and bodily injury including death. A Certificate of Insurance listing the Borough of Franklin Park as an additional insured on the day of the event or rental is required. The Borough reserves the right to request the actual insurance policy and any endorsements. The Borough shall be given prior written notice of cancellation of the insurance as follows: (1) at least ten (10) days prior written notice for nonpayment of premium; and (2) at least thirty (30) days prior written notice for any other reason. The Renter shall provide the Certificate of Insurance to the Borough at least five (5) days prior to the Event Date.

Contact Information:

Event Service Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Contact: _____

E mail: _____

Day of Event:

Main contact (present at event, delivery person, etc): _____

Estimated arrival (drop off) time: _____ Estimated departure (pick up) time: _____

Please provide a detailed description of the services the Event Service Company is providing for this event (including any equipment): _____

Renter's Signature: _____

Date: _____

Approved: _____

Certificate of Insurance received: _____

(Date)

**BOROUGH OF FRANKLIN PARK
USE OF PARKS AND PARK LAND
RULES AND REGULATIONS**

**THE FOLLOWING RULES AND REGULATIONS GOVERN THE USE OF ALL BOROUGH
PARKS AND PARK LAND:**

1. Groups of twenty (20) or more persons shall not use any Recreational Facility for any purpose without first obtaining a permit from the Borough.
2. All parks and park land of the Borough shall be open daily to the public between sunrise and sunset. No person, other than authorized employees of the Borough shall be in any park area from sunset to sunrise unless participating in an approved event.
3. No person shall injure, deface, remove, cut or damage any of the trees, plants, shrubs, turf, buildings, structures or fixtures therein or any other property of the Borough located within a park area.
4. Equipment shall not be left in such a location as to inhibit the use of a playing field or create a safety hazard.
5. No person shall conduct himself within a park so as to annoy other persons using the park for recreational purposes or any other residents of the Borough.
6. No person shall dispose of any litter on park grounds except by disposing of litter in receptacles designated for this purpose. Excess litter shall be removed by the user of the park.
7. No person shall injure, destroy, deface or remove any notice, rule or regulation posted at any place within any park area.
8. No person shall bring any alcoholic beverage into any park area either for his/her own use or for the use of any other persons.
9. Beverages in glass bottles are prohibited in park areas.
10. No motorized vehicles other than Borough equipment shall be permitted in any park other than on designated parking areas.
11. Gambling or games of chance, except those sponsored by the Borough, drunkenness, disorderly or indecent conduct and profane or offensive language is prohibited.
12. No person shall wash, clean, polish, grease, lubricate or otherwise make repairs to any motor vehicle in any park area, except when emergency repairs of a minor nature may be required.
13. Playing fields shall not be used for contact sports such as football, rugby, or soccer when the ground is wet and the turf may be damaged.
14. Horseback riding is permitted only on designated equestrian trails.

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15. Picnics shall be allowed only at locations provided for that purpose. Persons holding picnics shall clean up and place all waste paper and other refuse in receptacles provided for that purpose.
16. Permits for the use of park buildings, shelters, ball fields or areas are hereby required and may be obtained only by persons over twenty-one (21) years of age.
17. Grass areas shall not be used for roadways, parking or for other purposes which may injure or destroy the turf or landscaping except when authorized by the Borough for special events.
18. Buildings, fences, fountains, statuary, benches, signs or other structures shall not be injured or defaced in any way.
19. Pets are permitted only when held in leash on nature trails and similar areas. Pets are not permitted on ball fields or any play areas. Owners shall be responsible for cleaning up after their pets.
20. Fires may not be built or allowed anywhere in the park other than in grilles or stoves provided for that purpose and must be extinguished before leaving. No person shall throw away or discard any lighted match, cigar or cigarette anywhere other than the designated containers
21. Peddlers, picnic parties or any other person whosoever shall not sell or offer for sale any article or service for hire within the limits of any park or set up therein any stand or booth for such purpose or distribute or display handbills, cards or advertisements of any nature whatsoever unless duly authorized to do so by written permission from the Borough.
22. Games, contests or sports are permitted only in areas designated for such use and in no case shall uses be permitted in areas where lawns or planting may be injured or where such games or contests may interfere with park regulations.
23. Moving of picnic tables is permitted in the parks; however, **they must be replaced** before leaving the park.
24. Moving other park equipment is prohibited.
25. Activities of a nature not permitted by these heretofore regulations may be engaged in only by special permit issued by Borough Council or Borough Manager upon written application therefore and under the conditions specified in such special permit.
26. Camping is not permitted in any of the parks, except by authorized permit.
27. Charging a fee for teaching skills and/or giving instructions in any of the Borough parks, play centers or ball fields by individuals and/or groups may be undertaken after obtaining a permit from the Borough for that purpose.

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28. Any person, group or organization reserving Borough facilities must use them strictly for their own use. If any other person, group or organization requests the use of the facility from the party having such facility reserved, arrangements can be made upon written agreement of both parties. However, approval and scheduled use of the facility and any fees incurred must go through the Borough.
29. Archery equipment may be used in active recreational areas, but only under adult supervision and only in such a manner as to present no public safety hazard.
30. All posted vehicle parking regulations and restrictions must be observed when using the park. Any activity, which generates parking in excess of that available at the site, must make alternate parking/busing/carpooling arrangements. The Borough reserves the right to preclude the simultaneous use of park facilities when it is felt that such dual use might create parking or other problems. Groups having a valid use permit shall have priority over any group not having a permit.
31. It is prohibited to throw, discharge or otherwise place or cause to be placed in the water of any fountain, pond, lake, stream or other body of water in or adjacent to any Borough park or any tributary, stream, storm sewer or drainage flowing into such waters, any substance, matter or thing, liquid or solid, which will or may result in the pollution of said water.
32. It is prohibited to bring in or dump, deposit or leave any bottles, broken glass, ashes, paper, boxes, cans, dirt, rubbish, waste, garbage, refuse or other trash on any park land.
33. Permits to reserve Borough recreational facilities will be issued on a first-come first-served basis beginning the first Monday in March of the preceding year starting at 9:00 AM. Applications must be made on forms provided by the Borough. The issuance of any such permit is conditioned upon strict adherence to these Rules and Regulations and any violation hereof shall be cause for revoking the permit. The Borough also reserves the right to refuse the issuance of a permit or to revoke a permit without cause.
34. The Parks and Recreation Board and Borough Council must approve changes to the park of any type, including but not limited to: construction, installation, painting or landscaping. A written request and drawing detailing the change must be submitted.
35. The use of all public address systems, radios, stereos and any other sound amplification device shall be used in a manner consistent with Borough Ordinance Chapter 136, Articles I & II entitled Noise except for approved events.
36. Any person, partnership or corporation violating any provision of these Rules and Regulations shall, upon conviction thereof, be sentenced to pay a fine of not more than \$300.00 plus damages and cost of prosecution as set forth under Ordinance #127-73.