



# FRANKLIN PARK

## BOROUGH

Est. 1823

### **BLUEBERRY HILL PARK ACTIVITY CENTER RENTAL PERMIT**

RESERVATION DATE: \_\_\_\_\_ (month, day, and year)

RESERVATION TIME: \_\_\_\_\_ (Hours 9:00 AM – 11:00 PM)

**START TIME IS THE EARLIEST ALLOWED FOR SET UP, END TIME IS OUT THE DOOR – PLAN ACCORDINGLY**

\_\_\_\_\_ HOURLY resident/non-profit - \$125.00/HR

\_\_\_\_\_ HOURLY non-resident - \$145.00/HR

\_\_\_\_\_ FUNCTION resident/non-profit - \$625.00 – 8 hours

\_\_\_\_\_ FUNCTION non-resident - \$750.00 – 8 hours

ORGANIZATION/RENTER: \_\_\_\_\_ NUMBER OF PEOPLE: \_\_\_\_\_

TYPE OF EVENT: \_\_\_\_\_ PHONE (w/area code): \_\_\_\_\_ E-MAIL: \_\_\_\_\_

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

ADDITIONAL REQUESTS: Alcohol Permit (\$25) Yes \_\_\_\_\_ Borough Cleaning: (\$200.00): Yes \_\_\_\_\_

**TOTAL RENTAL FEE (rental + alcohol + cleaning):** \$ \_\_\_\_\_

**DAMAGE/CLEANING:** \$ 500.00\* **\*Must be a separate check dated the day of the event.**

**\*PAYMENT IN FULL REQUIRED AT TIME OF 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 Activity Center, 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. Only those individuals authorized by the sponsoring organization/renter shall be permitted in the building.
3. Individuals involved in the activity are limited to the use of the area(s) indicated. Parents/guardians are responsible for their children's behavior, and must be supervised at all times.
4. 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.
5. The Activity Center is a smoke-free building. Smoking inside the building is prohibited.
6. **Alcoholic beverages are not permitted in the Activity Hall without a permit. No alcohol is permitted in the lower level Rec Center. No glass containers are permitted outside of the bar area.**
7. 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.
8. I have read and understand the Rental Policy including the cleaning policy in Section 4 and the cancellation policy in Section 6 regarding the use of the Activity Center, and I agree to fully abide by its contents.

9. Reservations will only be accepted upon receipt of the Rental Fee Deposit and the completed Activity Center Permit packet.
10. Franklin Park Borough reserves the right to photograph events for promotional purposes.
11. Renters intending to provide activities or services such as caterers, tents, and/or special entertainment such as: bounce houses, petting zoo, pony rides, animal handlers, video game trailers, chain saw carver, etc. must use a third-party vendor in compliance with the Third-Party Vendor Rider.
12. **Important note:** Any changes made to this permit, within 60 days of the event, will result in a \$25.00 charge each time you make changes i.e. time change, cleaning change, alcohol permit, and/or amplifier use. No changes will be made to this permit until the fee is paid. No changes can be made to the permit within ten (10) business days prior to the event date.
13. **Decorations and Signage:** No helium balloons (of any kind) are permitted in the Activity Center. No thumbtacks, push pins, adhesive putty or tape, of any kind, can be used to secure decorations. **Nothing may be affixed to walls, wall panels or ceiling** except on designated hooks installed by the Borough. **Tape is only permitted to secure tablecloths** and string to secure decorations to designated hooks. Confetti, glitter, fog machines, smoke machines and similar devices are not permitted in the building at any time. Use of unusual decorations must be approved by the Borough. **Candles must be enclosed.**

Available sports equipment: Volleyballs, Soccer Balls, Basketballs. Sports equipment is available from the Activity Center Supervisor and must be returned or the replacement value will be deducted from your cleaning/damage deposit. The ball fields and above facilities are available to be used if not in use by other permit holders.

**Cancellations:**

Written Cancellation - MORE THAN 60 DAYS Before Scheduled Event, The Borough will refund the renter the total rental fee paid to the Borough, less the following.

**Function Rate Refund \$75.00 --- Hourly Rate Refund \$50.00**

Written Cancellation - LESS THAN 60 DAYS Before Scheduled Event No refund will be made unless the Borough is able to rent the facility on the same date AND for the same rental fee.

In the event the Borough is able to rent the facility on the same date AND for the same rental fee, the Borough will refund the renter the total rental fee paid to the Borough, less the following.

**Function Rate Refund \$125.00 --- Hourly Rate Refund \$100.00**

In the event the Borough is NOT able to rent the facility on the same date AND for the same rental fee, the Renter forfeits the entire rental fee to the Borough. No refund will be issued.

**I HAVE READ AND UNDERSTAND THE ABOVE AFOREMENTIONED INFORMATION AND THE ENTIRE FEE SCHEDULE AND RENTAL POLICY AND WILL ABIDE BY THE POLICIES/PROCEDURES SET FORTH BY THE BOROUGH OF FRANKLIN PARK.**

RENTER'S SIGNATURE: \_\_\_\_\_ TODAY'S DATE \_\_\_\_\_

**If the Activity Center is not open at the scheduled "Start Time" stated on your Permit call the Recreation Director at 412-720-2778.**

# 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

# BLUEBERRY HILL PARK ACTIVITY CENTER

## CLEANING ACKNOWLEDGEMENT

IN ORDER TO ENSURE 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 PERMIT.

\_\_\_\_\_ **I WILL NOT** clean the rental hall after my event. I understand that \$200.00 will be added to my rental fee. I understand all or part of my \$500 damage/cleaning deposit submitted (**dated the day of your event**) will be forfeited if damages occur. **\*\*Whether the Borough is cleaning or not the renter is still responsible for the kitchen 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 and a \$500.00 check will be submitted (**dated the day of your event**). However, I understand that if the facility is not cleaned to the attached specifications, all or part of my damage/cleaning deposit will be forfeited. This check will be held until after my event in case of any damages.

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.

# **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 COVERINGS AND TAPE FROM TABLES. **(MUST BE DONE BY THE RENTER WHETHER THE BOROUGH IS CLEANING OR NOT).**
2. CLEAN SPILLS AND CRUMBS OFF TABLES AND CHAIRS.
3. TAKE DOWN TABLES AND PLACE NEATLY IN STORAGE ROOM.
4. STACK CHAIRS (13 HIGH) AND PLACE IN CHAIR ROOM.
5. DRY AND WET MOP ENTIRE FLOOR IN THE MAIN HALL AND KITCHEN, SWEEP ENTRYWAY, AND RESTROOMS.
6. CLEAN ALL SPILLS AND CRUMBS FROM ON OR INSIDE STOVE, REFRIGERATOR, MICROWAVE, SINKS AND COUNTER TOPS. **(MUST BE DONE BY THE RENTER WHETHER THE BOROUGH IS CLEANING OR NOT).**
7. CLEAN RESTROOM SINKS IF NECESSARY.
8. CHECK TOILETS AND URINALS TO MAKE SURE THEY ARE FLUSHED AND CLEAN. THIS INCLUDES THE LOWER LEVEL, IF USED.
9. PICK UP ALL TRASH IN AND AROUND THE DECK AREA **(MUST BE DONE BY THE RENTER WHETHER THE BOROUGH IS CLEANING OR NOT).**
10. 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).**

BROOMS, MOPS, ETC. ARE LOCATED IN THE UPSTAIRS STORAGE ROOM. ALL CLEANING AGENTS AND SUPPLIES MUST BE RETURNED TO THE PROPER LOCATION AFTER USE. SEE THE FACILITY SUPERVISOR IF MORE SUPPLIES ARE NEEDED.

**If you have any problems, you should first contact the Facility Supervisor.** If he/she is not available, call the Recreation Director at 412-720-2778.

YOU MUST COMPLETE AND RETURN THE ATTACHED CLEANING ACKNOWLEDGEMENT FORM.

POLICE NON-EMERGENCY NUMBER - 412-473-3056  
CALL 911 FOR EMERGENCY ONLY

**THANK YOU FOR YOUR COOPERATION.**

# THIRD PARTY VENDOR RIDER

Event Date: \_\_\_\_\_

Renter Name: \_\_\_\_\_

Start Time: \_\_\_\_\_

End Time: \_\_\_\_\_

Any Renter intending to provide activities or services such as caterers, tents, and/or special entertainment such as: bounce houses, petting zoo, pony rides, animal handlers, video game trailers, chain saw carver or similar entertainment, etc must use a third-party vendor in compliance with this Rider. Activities or services not required to be in compliance with this Rider are: DJs/Bands, photographers, wedding cake providers, wedding officiators or similar ceremonial functions, food deliveries and/or entertainment such as musicians, magicians, balloon artist, craft parties. 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. Franklin Park Borough reserves the right to determine whether or not a third-party contractor will need to provide an insurance certificate prior to participation in any event on borough grounds.

## **Contact Information:**

Event Service Company: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ 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)