

BOROUGH OF DORMONT

PERMIT FOR RENTAL OF PARK AND/OR RECREATIONAL AREAS

Pavilions: Large _____ Small _____ Beggs Snyder _____

Recreation Center _____ Other _____

Date Requested: _____ Hours: From _____ to _____

Organization: _____

Description of Function: _____

Number of Persons Expected: _____

* * * * *

Applicant Name: _____

Address: _____

Telephone Number: Day _____ Evening _____

**Applicant agrees to be responsible for any damages to, or defacement of buildings, destruction of trees or shrubbery and conditions of the grounds upon leaving the park and/or recreation facility per Resolution No. 19-91. Applicant also agrees to Hold Harmless the Borough of Dormont, per attached Facilities Hold Harmless Agreement.*

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RULES OF RECREATION FACILITIES

PARK AREAS/PAVILIONS

- 1. NO ALCHOLIC BEVERAGES are permitted in the Park areas.
- 2. An Alcohol Permit is needed for the pavilions (Ord. 1599).
- 3. Park must be vacated by 11:00 PM.
- 4. NO CARS are permitted in Beggs Snyder Park.
- 5. Restrooms close at 9:00 PM in Beggs Snyder Park.

RECREATION CENTER

- 1. The Center must be vacated and cleaned by 1:00 AM.
- 2. All Alcoholic Beverages are to remain in the Center.
- 3. An Alcohol Permit is needed for this facility (Ord. 1599).
- 4. NO COOKING OR FOOD PREPARATION ON THE CONCRETE DECK AREA.
- 5. NO SMOKING.

Signature of Applicant

Date

BOROUGH OF DORMONT
FACILITIES HOLD HARMLESS AGREEMENT

DATE _____

It is hereby understood and agreed that the Borough of Dormont will make available for recreational use park and/or gymnasium facilities and that I/we, the undersigned, acting on behalf of all participants, hold harmless the Borough of Dormont, it's officials, agents, employees and volunteers, from and against all claims for injuries to our program participants or invited spectators resulting from the authorized use of these Borough facilities.

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

All participants should be notified under the Political Subdivision Tort Claims 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 Dormont 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 the Borough of Dormont and the program operators against damages arising from the sale of food products and providing defense coverage and costs as well.

Permittee

Borough Manager

Co-Signor

- Cc: Permit Holder
Permit File
Parks Supervisor
Police
Cleaning Crew (Community Rm. and Gym)

Dormont Recreation Center Instructions 2016

1. A permit needs to be secured at the Dormont Borough Office. The rental fee is M-F 8am to 4pm \$300 up to 4 hrs., \$60 each additional hr.; \$350 (residents) and \$400 (non-resident) for 10 hrs weekends and evenings, \$60 each additional hour, plus a refundable security fee of \$200. Please make check payable to the *Borough of Dormont*.
2. **KEYS FOR THE RECREATION CENTER MUST BE PICKED UP AT THE POLICE DESK THE DAY OF YOUR EVENT. IF NO ONE IS IN, CALL 412-473-3076, AND THE SERGEANT ON DUTY WILL BE IN TO GIVE YOU THE KEY. Please bring a copy of your permit as proof of rental.**
3. There are THREE different keys that may be used for the recreation center.
 - The two smaller keys are used to open the glass doors from the outside.
 - The “allen wrench” key is used to prevent the glass doors from locking every time they close. Simply depress the panic bar, insert the key (allen wrench), and turn. The door is now open and will not lock. (YOU MUST LOCK THE DOORS FROM THE INSIDE WITH THE ALLEN WRENCH BEFORE LEAVING.)
4. Do some general cleaning before you leave. Lock all doors, turn out all lights, **put all trash in dumpster in parking lot-there is a lock on the dumpster**; sweep and clean all floors. Mop & broom are in the closet near the kitchen.
5. Return the keys to the Police Desk IMMEDIATELY after your event, as they may be needed for another party.
6. Your security deposit will be mailed in approximately 2 weeks after the event as long as there are no problems with your clean up or damages.
7. **DO NOT TAPE THINGS ON PAINTED WALL. DO NOT HANG ITEMS FROM DROP CEILING.**
8. **DO NOT ADJUST THE AC/HEATING THERMOSTAT** or your deposit will not be returned.

Beggs Snyder Pavilion/Illinois Park

1. A permit needs to be secured at the Borough Office. The rental fee is \$50 (residents) and \$75 (non-resident) per day plus a refundable security deposit of \$50. Please make check payable to the *Borough of Dormont*.
2. **The key for the pavilion must be picked up at the police desk the day of your event. If no one is in, call 412-473-3076, and the sergeant on duty will be in to give you the key.**
3. Put all trash near front gate. Return key immediately after your event.

Small Pavilion near Playground

1. A permit needs to be secured at the Borough Office. The rental fee is \$50 (residents) and \$75 (non-resident) per day plus a refundable security deposit of \$50. Please make check payable to the *Borough of Dormont*.
2. **The key for the pavilion bathroom must be picked up at the police desk the day of your event. If no one is in, call 412-473-3076, and the sergeant on duty will be in to give you the key.**
3. Put all trash near front gate. Return key immediately after your event

January 4, 2016

Dormont Large Pavilion Instructions

1. A permit needs to be secured at the Dormont Borough Office. The rental fee is \$100 (residents) \$150 (non-residents) per day plus a refundable security deposit of \$50. Please make check payable to the *Borough of Dormont*.
2. **KEYS FOR THE LARGE PAVILION MUST BE PICKED UP AT THE POLICE DESK THE DAY OF YOUR EVENT. IF NO ONE IS IN, CALL 412-473-3076, AND ASK THAT THE SERGEANT ON DUTY COME IN TO GIVE YOU THE KEY. Please bring a copy of your permit as proof of rental.** The key will open the lock on the gate, the electrical box and the restroom.
3. Do some general cleaning before you leave. Put all trash near front gate.
4. Turn off all lights; lock the electrical box, restrooms and gate.
5. Return the keys to the Police Desk IMMEDIATELY after your event, as they may be needed for another party.
6. Your security deposit will be mailed in approximately 2 weeks after your event as long as there are no problems with our clean up or damages.
7. There are no refunds for cancellations at the large pavilion.

Community Room/Municipal Center

1. A permit needs to be secured at the Dormont Borough Office. The rental fee is \$50 per hour for residents/\$70 per hour for non-residents plus a refundable security deposit of \$100. Please make check payable to the *Borough of Dormont*.
2. Do some general cleaning before you leave. Put all trash in dumpster outside.
3. Fold all tables. Return all chairs to the storage area near vending machines.
4. Broom and sweeper in hallway under the steps.
5. **NO SMOKE MACHINES!**
6. Turn off all lights.

Gymnasium

1. A permit needs to be secured at the Dormont Borough Office. The rental fee is \$35 per hr. for residents and \$50 per hr. for non-residents, plus a refundable security deposit of \$75. Please make check payable to *Borough of Dormont*.
2. **The key must be picked up at the police desk the day of your event. If no one is in, call 412-473-3056, and the Sergeant on duty will be in to give you the key.**
3. Do some general cleaning before you leave. Put all trash in the dumpster outside.
4. Turn off all lights and lock doors.