



BOROUGH OF MT. OLIVER

(INCORPORATED NOVEMBER 9, 1892)

150 Brownsville Road Pittsburgh, PA 15210

Ph: 412-431-8107 Fax: 412-431-0184

www.MtOliver.com

APPLICATION FOR FACILITY RENTAL

Contact Person _____

Address _____ Zip Code _____

Telephone No. _____ Email _____

Event Description: _____

Anticipated Attendance at the event: _____

Number of those attending the event under age 18: _____

Facility Requested: _____

Date(s) and Time(s) for which permit is being requested:

___ Monday	Date: ___/___/___ thru ___/___/___	Time: _____ to _____
___ Tuesday	Date: ___/___/___ thru ___/___/___	Time: _____ to _____
___ Wednesday	Date: ___/___/___ thru ___/___/___	Time: _____ to _____
___ Thursday	Date: ___/___/___ thru ___/___/___	Time: _____ to _____
___ Friday	Date: ___/___/___ thru ___/___/___	Time: _____ to _____
___ Saturday	Date: ___/___/___ thru ___/___/___	Time: _____ to _____
___ Sunday	Date: ___/___/___ thru ___/___/___	Time: _____ to _____

Fee Schedule

Facility	Rate
Pavilion (Staff – e.g. restrooms, electric)	\$150
Pavilion (No Staff)	\$50
Baseball Field/Basketball Court	\$25
DEK Hockey	\$25
Deposit	\$50

FACILITY RENTAL USAGE POLICY

1. Purpose and Objective

The Council of Mt. Oliver Borough, following due investigation, deems it appropriate to establish rules and regulations governing the use of the Borough Facilities including parks, grounds, restrooms, equipment, and any other Borough-owned property, real or personal (hereinafter the "Facilities"), in order to provide for the health, safety, and welfare of its residents. Facilities will be made available for use by permit only, and will only be issued during the period April 1, 2017 through October 15, 2017. Permits shall be subject to revocation for any violation of this Usage Policy.

2. Administrative

Facilities are rented "as is" (current condition). Permits are non-transferrable. Permits that are given up or revoked for cause will be designated for reassignment and any fees will neither be refunded, nor will they be prorated.

A deposit must accompany payment for Facilities before a permit will be issued. Any violation of this Usage Policy may constitute the forfeiture of the deposit. If there is no violation, the deposit will be returned within five (5) business days.

If given a key for Facilities, the key must be returned to the Borough by the next business day. It can be returned either in person, or dropped in the ticket box outside of the Borough Building in a sealed envelope with the permittee's name and permit number written on the envelope.

Facility hours are consistent with Borough Park hours. The Parks close at 9:00PM.

The baseball fields cannot be used when wet.

Children must be supervised by a responsible adult at all times.

3. Prohibited Acts

The following acts are hereby deemed prohibited while using Borough Facilities:

- Possession of alcohol and alcoholic beverage containers.
- Smoking
- Riding bicycles or skateboards.
- Littering.

4. General Care & Maintenance of Facilities

The permittee accepts full responsibility for the care and proper use of Borough Facilities during the time of the permit. Damage to property or equipment must be immediately repaired or replaced.

Facilities must be left in a clean, orderly, and undamaged condition. This includes performing any or all of the following duties to ensure that Facilities are clean and ready to use by the next party:

- Picking up all litter.
- Sweeping and mopping floors.
- Carrying all bagged and tied trash to the appropriate area.
- Turning off all lights and locking all doors.

The Borough reserves the right to set the standard on what constitutes as “clean” and “orderly” and Facilities will be inspected by the Public Works Supervisor within one (1) business day after each use.

5. Additional Requirements

The following supporting documents are required for all organized sports teams prior to a permit being issued:

- Team roster, which shall include the name, address, and phone number of all participants, including coaches.
- Schedule of games.
- Child abuse and criminal history clearances for all coaches and participants over the age of 18, if working with children.

Under no circumstance will an organization or team be permitted to use the field without the required supporting documentation.

If you understand and agree to the terms and conditions set forth in this Usage Policy, please sign and return this application for processing.

Once the application is processed, a permit will be issued subject to the availability of the facilities requested and the receipt of required supporting documentation outlined in Section 5 of this Usage Policy, along with payment.

Name (Print) _____

Signature _____ Date _____

Address _____

Balance Due: _____

Deposit: _____