



BOROUGH OF MT. OLIVER

(INCORPORATED NOVEMBER 9, 1892)

150 Brownsville Road Pittsburgh, PA 15210

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www.MtOliver.com

APPLICATION FOR FACILITY RENTAL

Name _____

Address _____ Zip Code _____

Telephone No. _____ Email _____

Event Description: _____

Facility Requested: _____

Date(s) and Time(s) requested: _____

Fees:

Pavilion - \$25.00 per day

Deposit - \$50.00

For Official Use Only:

Approved by: _____ Date: _____

Fee \$ _____

Deposit \$ _____

Received \$ _____ Cash/check _____ Signed Usage Policy _____

Inspection:

Inspected by: _____ Date: _____

Notes: _____

Deposit Refunded/Forfeited \$ _____

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.

Name (Print) _____

Signature _____ Date _____