



**PINE COMMUNITY CENTER
100 PINE PARK DRIVE
WEXFORD, PA 15090
(724) 625-1636 EXT. 3
www.twp.pine.pa.us**



PAVILION RENTAL APPLICATION

NAME OF GROUP/ORGANIZATION _____

ADDRESS OF ORGANIZATION _____

NAME OF REPRESENTATIVE _____

ADDRESS _____

CITY _____ ZIP _____

E-MAIL OF REPRESENTATIVE _____

TELEPHONE (DAY) _____ (EVENING) _____

PAVILION REQUESTED (PLEASE CHECK) _____ FINLEY PAVILION _____ KEYS PAVILION
(Volleyball court) (Basketball court)

FOR THE PURPOSE OF _____

DAY(S) REQUESTED: 1ST CHOICE _____ 2ND CHOICE _____
(Renters must choose 2 dates – in the event that 2 applications are received for the same date)

SPECIFIC HOURS: _____
(Must state specific hours (beginning and ending times))

NO. OF PARTICIPANTS _____

GATE KEY (SEE ATTACHMENT A - ITEM #10 & ITEM #16) _____
(Check One) Elected Not Elected Not Applicable

DO YOU PREFER THE APPROVED PERMIT E-MAILED _____ OR SENT THROUGH USPS _____
(CHECK ONE)

CERTIFICATE OF INSURANCE SUBMITTED (WHEN REQUIRED) _____
DATE

PAVILION CONDITIONS FOR USE

1. ALL PERSONS, IF GIVEN PERMISSION TO USE PARK FACILITIES, ASSUME ALL RESPONSIBILITIES WITH REGARD TO INJURY AND/OR ACCIDENT AND ALL LIABILITIES.
2. ALL PERSONS, IF GIVEN PERMISSION TO USE PARK FACILITIES, WILL ABIDE BY ALL PARKS & RECREATION RULES & REGULATIONS. REGULATIONS WILL BE PROVIDED AT TIME OF PERMIT ISSUANCE.
3. EXCHANGING OF FACILITY PERMITS WITH ANOTHER INDIVIDUAL IS PROHIBITED. PERMITS MUST BE KEPT WITH THE INDIVIDUAL WHILE USING PARK FACILITIES.
4. PERMIT HOLDER AGREES TO BE HELD RESPONSIBLE FOR ANY DAMAGE DONE TO THE FACILITY WHILE THIS PERMIT IS IN EFFECT.

5. ALL GROUPS USING PARK FACILITIES SHALL BE REQUIRED TO CLEAN UP ANY/ALL DEBRIS AFTER EACH EVENT. FACILITY PERMIT APPLICATION (PAVILION)
6. ALL PARKING MUST BE IN THE PARKING LOT. NO VEHICLES ARE ALLOWED TO PARK ON GRASSY AREAS, GRAVEL ROADWAY, BEHIND BACKSTOPS OR ALONG THE SIDE OF THE FIELDS OR PAVILION. **ANY VEHICLE PARKED ILLEGALLY WILL BE TAGGED AND/OR TOWED AT THE DISCRETION OF THE TOWNSHIP.**
7. RESPONSIBLE ADULT SUPERVISION MUST BE MAINTAINED AT ALL TIMES DURING USE OF PERMIT.
8. NO PROFANE OR VULGAR LANGUAGE SHALL BE PERMITTED.
9. PAYMENT FOR RENTAL MUST BE IN FORM OF CHECKS OR CREDIT CARDS AND MUST BE FROM NAME OF INDIVIDUAL APPLICANT, GROUP/ORGANIZATION, OR BUSINESS. REQUESTS FOR DATE CHANGES WILL COST \$10.00 AND MUST BE MADE BY CLOSE OF BUSINESS AT LEAST ONE BUSINESS DAY PRIOR TO THE PLANNED EVENT. **NO REFUNDS WILL BE GIVEN FOR RENTAL, ALCOHOL, AND/OR DATE CHANGE FEES.**
10. THE TOWNSHIP RESERVES THE RIGHT TO APPROVE, DENY OR DISCONTINUE THE USE OF ANY FACILITIES BY ANY GROUP.
11. THE TOWNSHIP WILL NOT BE HELD RESPONSIBLE FOR CIRCUIT BREAKER OVERLOADS. ELECTRICAL CIRCUITS WILL BE CHECKED EACH FRIDAY AFTERNOON FOR WEEKEND USE.
12. PLEASE BE ADVISED, SOFTBALL/BASEBALL/SOCCER PRACTICE AND GAMES ARE SCHEDULED FOR EVENINGS AND WEEKEND FROM APRIL 15 THROUGH NOVEMBER 15.

NOTICE: IN ACCEPTING THIS PERMIT, THE **REPRESENTATIVE WILL BE IN ATTENDANCE** AND ASSURES COMPLIANCE BY THE GROUP. FAILURE TO FOLLOW ANY OF THE ABOVE RULES OR DIRECTION FROM TOWNSHIP PERSONNEL COULD RESULT IN THE FORFEITURE OF PERMIT AND POSSIBLE DENIAL OF FUTURE PERMITS

PCC – Pavilion Facility Permit Waiver & Release Agreement:

Please review the attached Facility Pavilion Permit Application Conditions of Use, Pine Community Park Pavilion Usage and Fees (Attachment A) and Township of Pine Parks & Recreation Rules and Regulations.

The undersigned also agrees, on behalf of himself, his heirs, successors, or assigns and/or any organization he represents, its successors, assigns, members, participants and attendees at any function supported by this permit, to discharge, protect, release, indemnify and hold harmless the Township of Pine, its agents, officers, employees, elected and appointed officials, successors and assigns from any and all claims, damages, injuries, demands, actions, liabilities and expenses whatsoever, including but not limited to costs of defense and attorneys' fees, directly or indirectly arising out of or relating to or resulting from any personal injury (including death) or damages to any person or property damage of any kind arising from applicant's use of this permit granted by the Township of Pine.

In accepting this permit, the undersigned representative assures compliance by the group or organization. Failure to follow any of the above rules or direction from Township personnel could result in the forfeiture of permit (without refund of rental fee or any security deposit) and possible denial of future permits.

I have read and fully understand the conditions of this permit and the attachments.

In the event that the permit application is submitted on behalf of a group or organization, the undersigned certifies to the Township of Pine that he/she is a duly authorized agent and representative of _____ (name of group/organization) and empowered to legally bind said group/organization to the above-stated terms and conditions.

SIGNED _____ **ORGANIZATION** _____ **DATE** _____

NOTE: THIS IS ONLY AN APPLICATION AND DOES NOT GUARANTEE ISSUANCE OF A PERMIT

PINE COMMUNITY PARK PAVILION USAGE AND FEES
(ATTACHMENT A)

1. REQUESTS FOR THE USE OF THE PARK PAVILION SHALL BE MADE THROUGH THE TOWNSHIP OF PINE PARKS & RECREATION DEPARTMENT.
2. THE PAVILION WILL BE SCHEDULED ON A YEAR-TO-YEAR BASIS.
3. INITIAL REQUESTS FOR PAVILION RESERVATIONS WILL BE ACCEPTED FROM ALL PINE RESIDENTS AND PINE BUSINESSES, WITHOUT EXCEPTION, BEGINNING AT 8:00AM ON JANUARY 31 (**IF THE 31ST IS ON A SATURDAY OR SUNDAY, RESERVATIONS WILL BE ACCEPTED ON THE FOLLOWING MONDAY**) - FIRST-COME, FIRST-SERVE BASIS. **PROOF OF RESIDENCY WILL BE REQUIRED.** NON-RESIDENT RESERVATIONS WILL BE ACCEPTED AFTER 8:00AM ON MARCH 31. (**IF THE 31ST IS ON A SATURDAY OR SUNDAY, RESERVATIONS WILL BE ACCEPTED ON THE FOLLOWING MONDAY**)

4. PAVILION RENTAL FEES:	<u>RENTAL</u>	<u>DEPOSIT</u>
PINE RESIDENTS/**		
NON-PROFIT ORG.IN PINE*	\$75.00	\$100.00
PINE BUSINESS	\$150.00	\$100.00
NON-RESIDENT		
NON-PROFIT OUT OF PINE*	\$210.00	\$100.00
BUSINESS/ORGANIZATION**	\$325.00	\$100.00
(Maximum 125 people)		

* CHURCHES, YOUTH GROUPS, & NON-PROFIT TAX EXEMPT ORGANIZATIONS.
(**PRE-SCHOOLS AND DAY CARE CENTERS ARE BUSINESSES AND NOT CONSIDERED NON-PROFIT ORGANIZATIONS.**)

** RESIDENTS WHO HAVE OR REPRESENT A BUSINESS/ORGANIZATION LOCATED OUTSIDE OF PINE MUST PAY THE BUSINESS RENTAL FEE OF \$275.00 PLUS \$100.00 SECURITY DEPOSIT AND MUST APPLY AFTER MARCH 31ST.

5. A \$100.00 SECURITY DEPOSIT CHECK IS REQUIRED FOR THE USE OF THE PAVILION. THIS DEPOSIT WILL BE RETURNED, PROVIDED EXTRA CLEAN-UP WORK OR REPAIR IS NOT NECESSARY FOLLOWING YOUR USE. SHOULD THE DEPOSIT NOT BE SUFFICIENT TO COVER ALL CLEAN-UP OR REPAIR COSTS, YOU WILL BE BILLED FOR THE DIFFERENCE. SEPARATE CHECKS ARE REQUIRED FOR THE RENTAL FEE AND SECURITY DEPOSIT. PLEASE NOTE: **DEPOSIT CHECKS SHOULD BE POST-DATED TO COINCIDE WITH THE RESERVATION DATE.**
6. THE USE OF ANY AMPLIFIED SOUND SYSTEM, I.E., STEREO, OR DJ MUST HAVE WRITTEN PERMISSION FROM THE PARKS AND RECREATION OFFICE. **LIVE BANDS ARE NOT PERMITTED.**
7. THE PARKS & RECREATION DEPARTMENT RESERVES THE RIGHT TO LIMIT THE SIZE OF A GROUP USING THE PAVILION. MAXIMUM NUMBER OF PARTICIPANTS IS 125.
8. PAVILION RESERVATION DOES NOT GUARANTEE A BASEBALL FIELD, BASKETBALL, OR VOLLEYBALL COURT. CHECK WITH THE PARKS & RECREATION DEPARTMENT ON THE AVAILABILITY OF THESE FACILITIES.
9. WHEN SERVING ALCOHOL, AN ALCOHOL PERMIT IS REQUIRED WITH EACH PAVILION RESERVATION. THERE IS A \$25.00 ALCOHOL PERMIT FEE FOR RESIDENTS AND NON-RESIDENTS.

10. **PLEASE NOTE:** THE MAINTENANCE GATE TO THE GRAVEL ROADWAY AND FINLEY PAVILION WILL BE CLOSED AND LOCKED. ACCESS TO THE PAVILION IS FROM THE PARKING LOT AREA ONLY. THE WALKWAY FROM THE PARKING LOT TO THE PAVILION IS HANDICAPPED ACCESSIBLE. HOWEVER, IF NECESSARY AND BY SPECIAL PERMISSION, RENTERS MAY REQUEST A GATE KEY FOR ACCESS TO THE ROADWAY FOR TRANSPORTATION PURPOSES ONLY. THE REQUEST MUST BE MADE BY CLOSE OF BUSINESS AT LEAST ONE BUSINESS DAY (MONDAY THROUGH FRIDAY 8:00AM – 4:30PM) PRIOR TO THE PLANNED EVENT. ALL VEHICLES MUST RETURN IMMEDIATELY TO THE DESIGNATED PARKING AREA UPON COMPLETION OF THE TRANSPORTATION. RENTER IS RESPONSIBLE TO ENSURE THAT THE MAINTENANCE GATE IS PROPERLY SECURED AND KEY RETURNED TO THE TOWNSHIP BUILDING BY THE NEXT BUSINESS DAY FOR REFUND OF GATE KEY DEPOSIT. THE GATE KEY DEPOSIT IS \$25.00. FAILURE TO COMPLY WITH THESE PROVISIONS COULD RESULT IN FORFEITURE OF THE DEPOSIT AND/OR DENIAL OF FUTURE RENTALS.
11. ROASTING FIRES ARE PROHIBITED UNLESS PRIOR SPECIAL WRITTEN PERMISSION IS OBTAINED FROM THE PARKS AND RECREATION OFFICE.
12. ANY ORGANIZED/GROUP ACTIVITY USING THE PAVILION REQUIRES A PERMIT AND THE APPROPRIATE FEES.
13. THE PARK CLOSSES AT DUSK; THEREFORE, ALL PAVILION RENTALS CONCLUDE AT DUSK.
14. PERMANENT FASTENERS, STAPLES, THUMB TACKS, NAILS, ETC. ARE NOT PERMITTED TO BE USED IN THE PAVILION. **TEMPORARY FASTENERS, STRING OR TAPE, MUST BE REMOVED AND DISPOSED OF IN TRASH.**
15. THERE IS A **MAXIMUM OF SIX (6) BAGS OF GARBAGE** THAT THE TOWNSHIP WILL HAUL AWAY. ADDITIONAL BAGS OF GARBAGE ARE THE RESPONSIBILITY OF THE PAVILION RENTER.
16. **ALL VEHICLES MUST BE PARKED IN THE PARKING LOT. FINES WILL BE ISSUED TO ANYONE WHO IS ILLEGALLY PARKED.** GRASSY AREAS MUST NOT BE USED FOR ROADWAYS, PARKING OR FOR OTHER PURPOSES WHICH MAY INJURE OR DESTROY THE TURF OR LANDSCAPING.
17. MOONWALKS, TRAINS, MECHANICAL DEVICES, ETC. ARE NOT PERMITTED.
18. **REFUNDS ARE NOT GIVEN. REQUESTS FOR DATE CHANGES WILL COST \$10.00.**
19. PLEASE NOTE: DO NOT DISPOSE OF HOT CHARCOALS OR HOT WATER IN GRASS AREAS.
20. **PLEASE BE ADVISED, SOFTBALL/BASEBALL/SOCCER PRACTICE AND GAMES ARE SCHEDULED FOR EVENINGS AND WEEKENDS FROM APRIL 15TH THROUGH NOVEMBER 15TH.**

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ALCOHOL BEVERAGE CONSUMPTION PERMIT

Name of Responsible Person: _____
Home Address: _____ City: _____ Zip: _____
Home Phone: _____ Cell: _____ Work: _____
Organization Name: _____ Room Requested: _____
Date of Activity _____ Time (from) _____ (to) _____
Description of Consumption Area (Please Check) _____ Finley Pavilion _____ Pavilion II

- Check statement relating to your group:
- Minors ***will not*** be in attendance.
 - Minors ***will be*** in attendance but will not be served or permitted any alcoholic beverage.

- Conditions for Use:
- Alcohol permit must be completed and returned with rental permit application. Permit holder must be 21 years of age or older.
 - No alcohol will be served to persons less than 21 years of age or to any persons known to be intoxicated or exhibiting visibly noticeable intoxicated behavior. It shall be the permit-holder's responsibility to enforce these restrictions. Licensed bartender highly recommended.
 - No glass containers will be used.
 - Restrict alcohol to permit area only.
 - Clean up area or be held financially responsible for the cleanup of any debris related to consumption activity.
 - Adherence to all other Pine Park Rules and Regulations
 - Permit Fee: \$25.00 (residents/non-residents)

The undersigned also agrees, on behalf of himself, his heirs, successors, or assigns and/or any organization he represents, its successors, assigns, members, participants and attendees at any function supported by this permit, to discharge, protect, release, indemnify and hold harmless the Township of Pine, its agents, officers, employees, elected and appointed officials, successors and assigns from any and all damages, injuries, demands, actions, claims, liabilities and expenses of any kind and nature whatsoever, including but not limited to costs of defense and attorneys' fees, directly or indirectly arising out of or relating to or resulting from any personal injury (including death) or damages to any person or property damage of any kind arising from or anyway related to applicant's use of this permit for the serving, possession and consumption of alcoholic beverages in the facility and parks of the Township of Pine. Failure to strictly comply with all of the above conditions will result in the immediate revocation of permit (without refund of permit fee or any security deposit).

In the event that the permit application is submitted on behalf of a group or organization, the undersigned certifies to the Township of Pine that he/she is a duly authorized agent and representative of _____ (name of group/organization) and empowered to legally bind said group/organization to the above-stated terms and conditions.

_____ Permit APPROVED _____ Permit DENIED

Signature of Applicant

Parks & Recreation Director

Date

Date