



Contact Person _____

Organization _____

Address _____
(Street) (City) (Zip-Code)

Home Phone _____ Work Phone _____

Cell Phone _____ Email _____

Date Requested: _____

Area Requested:	<input type="checkbox"/> Riverfront	<input type="checkbox"/> Town Square	<input type="checkbox"/> Ridge Ave Tot	<input type="checkbox"/> Riverfront	<input type="checkbox"/> Shelley Jones Pavilion
	<input type="checkbox"/> Park Pavilion	<input type="checkbox"/> Borough Parking Lot	<input type="checkbox"/> Lot Pavilion	<input type="checkbox"/> Amphitheater	<input type="checkbox"/> Bliwas Field

Time: Start (include Set-up) _____

Purpose of event: _____ End: (include Clean-up) _____

Total # of people attending _____

- Initial _____ **NO Alcoholic Beverages** permitted, without approved Alcohol Permit.
- Initial _____ Reservations are not approved until the form is complete, the fee is paid in full and it is approved in the "Office Use" section of this form by authorized Borough Staff. Reservations are taken on a first come first serve basis
- Initial _____ Trash must be collected and placed in receptacles (or bagged and removed if full).
- Initial _____ Tables and benches should be wiped clean, all signs and decorations must be removed.
- Initial _____ **Nails, tacks, staples or the like are NOT permitted in the shelter structure or picnic tables. Anything used to decorate must be removed in its entirety at the end of your rental time.**
- Initial _____ Cancellations made more than fourteen days prior to the event will receive a refund. **NO refunds will be given if the cancellation is made fourteen days or less prior to the event.**
- Initial _____ Failure to comply with **Special Use for Park Areas** can result in loss of future rental privileges. See page 2.
- Initial _____ Times include set up and clean up. **NO** additional time will be permitted without prior notification.
- Initial _____ Water may not be turned on for use if it is early or late in the season when threat of freezing pipes is still a concern.
- Initial _____ No custodial service will be available after 2pm on Friday. Shelter Rentals on the weekend will not be cleaned by staff.

Reservations must be made at least one month in advance. Coraopolis Borough and its agents shall not be liable for injuries sustained by any person. The party hereby agrees to indemnify, save harmless and defend Coraopolis Borough and its Council, board members, employees agents or assigns, from and against any or all claims, demands and suits of whatsoever nature on account of property damage or personal injury sustained or suffered by Coraopolis Borough or others, or death of any person, arising or growing out of, or in connection with the use of borough facilities granted pursuant to this application. The person signing below understands and agrees to these terms, accepts responsibility for adherence to the Special Use Policy guidelines, and is duly authorized by the sponsoring party to sign below.

I have read and agree to abide by the rules above.

Signature: _____ Date: _____

Rental Fees

Name	Seating available	Resident	Non-Resident
Riverfront Park Pavilion	50	\$70.00	\$125.00
Riverfront Park Amphitheater	n/a	\$70.00	\$125.00
Mid-Town Square	32	\$25.00	\$50.00
Ridge Ave Tot Lot Pavilion	TBD	\$25.00	\$50.00
Shelley Jones Pavilion	32	\$25.00	\$50.00
Bliwas Field	n/a	\$25.00	\$50.00
\$200 Deposit required on all rentals			

Special Use For Park Areas

Proof of Residency – for the resident rate, renter must provide proof of residency in Coraopolis Borough. Rentals cannot be made in another person's name to get the resident rate. All agreements, payments, and communications must come from the renter.

Trash - We provide reasonable containers to accommodate the needs of most groups. If your group generates more trash than can be safely or neatly stored in the containers provided, please be prepared to bag and remove excess trash.

Water - *Water spigots to soon be available at Riverfront Park Pavilion, exact timing to be determined, please check with Borough.* Water is not available in any other Borough facilities.

Hours - Parks are open during daylight hours, dawn until dusk.

Capacity – pavilion capacity is the event capacity. Not to exceed maximum capacity.

Structures & Equipment - The Borough must pre-approve structures & equipment, such as tents, canopies, grills, banners, signs, gaming sets etc.

Noise – Event noise should be contained to vicinity of your pavilion and should not be heard through the park. All sound equipment must be inside the pavilion. The Borough reserves the right to set volume levels or terminate the sound at the Borough's discretion.

Parking – rentals do not guarantee the availability of parking. **Park only in designated areas. No Parking on the grass.** Handicapped parking is marked.

Pets – no pets are permitted in or around the pavilions according to [Borough Ordinance](#).

Fires – Fires are permitted for cooking only and in **designated grill areas only**. Never use park's natural wood—you are expected to provide your own fuel. Please extinguish completely at end of activity and renter is responsible for disposal of grilling materials (e.g briquettes, propane canisters)

Electricity – Electrical power available is minimal. The Borough does not guarantee any wattage or amperage. Any excess power use may result in blown breakers or power loss. The Borough is not responsible for any loss of electrical service or damage to renter or guest's equipment. Please request to test usage before event.

Restrooms – Rental of Riverfront Park Pavilion and/or Amphitheater only includes access to the adjacent restrooms. All other rules apply to use of restroom.

NO glass bottles, confetti, glitter, birdseed, rice, flower petals, inflatables, or pig roasts.

Event Charges – renter may not charge for the facility use or receive any fees from users, including but not limited to: fundraising, tickets, donations, food, beverage or any other funds without the prior written consent of the Borough.

Clean-up/Damage/Security - If necessary, charges will be assessed for any clean up or repair exceeding the routine. Please make every effort to keep the area clean, safe, and fully restored after your use. No damage may occur to structure, fixtures, or grounds during rental.

Personal Conduct - Please respect the rights of others to enjoy the park: no disorderly conduct, loudspeakers, fireworks, public drunkenness, etc.

Tobacco Free – facility and grounds are tobacco free zones including vaping and e-cigarettes. All federal, state, and local laws will apply.

Alcoholic Beverages – Permitted in specified areas by permit only, \$30 permit fee. No alcoholic beverages may be consumed by any minor at any time. Alcohol allowed under the alcohol permit is limited to beer and/or wine only. Alcohol must remain in the shelter not to exceed a 20 foot radius around the shelter. No glass bottles permitted.

Amphitheater Only:

Charges – If necessary charges may be assessed for any technical assistance, clean up, repair or other expenses that exceed the norm. Please make every effort to keep the area clean, safe and fully restored after your use.

Security – If necessary, hiring security personnel will be the responsibility of the renting organization. Coraopolis Police Officers will be paid at their off-duty rate.

Hours – The stage may be used only during approved hours. All speaker activity must end by 9:00 p.m.

Deposit: If the above criteria is satisfied, the deposit will be returned by check in the mail within approximately six (6) weeks after your rental date. Failure to follow the above criteria may result in the loss of deposit and ineligibility to reserve future pavilions.

Cancellations: The Borough requires a seven (7) day notice of cancellation for the return of a deposit and rental fee.. Any cancellation inside of fourteen (14) days will be subject to loss of rental fee.

Violations of this Agreement: The renter understands that he/she may be charged additional fees for violations of this Agreement, for exceeding the maximum occupancy level for the pavilion or for any damages to Borough property; and by executing this Agreement the renter hereby consents to any such additional charges by the Borough.

For Office Use Only

Request Status:	Approved _____	Denied _____			
Fee:	Amount Received \$ _____	Receipt # _____	Form of Payment _____		
Security Deposit:	Yes _____	No _____	Amount \$ _____	Form of Payment _____	
Insurance (COI) needed:	Yes _____	No _____	Received:	Yes _____	No _____
Issues by:	_____				Date: _____
Notifications:	Park Maintenance _____	Police _____	Fire _____	Ambulance _____	