



Peters Township Parks & Recreation PARK FACILITY REQUEST FORM

Park & Recreation Office, 700 Meredith Drive, Venetia, PA 15367
Phone 724-942-5000 • www.peterstownship.com

Contact Person _____

Organization _____

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

Home Phone _____ Work Phone _____

Cell Phone _____ Email _____

Date Requested: _____

Area Requested: PW Shelter 1 PW Shelter 2 PW Shelter 3 PW Shelter 4 Elm Grove

(Please Check all that apply)

RH Shelter A RH Shelter B RH Shelter C

PW = Peterswood Park

RH = Rolling Hills Park

Amphitheater

Arrowhead Trail

Other _____

Time: Start (include Set-up) _____ End: (include Clean-up) _____

Purpose of event: _____ (Party, meeting etc.)

Total # of people attending _____ How many of the total are Township Residents? _____

Initial _____ **NO Alcoholic Beverages** permitted, without approved Alcohol Permit.

Initial _____ **NO** collection of monies permitted.

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 Parks and Recreation 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 minus a \$5 processing fee. **NO refunds will be given if the cancellation is made fourteen days or less prior to the event.**

Initial _____ All rentals through the Parks and Recreation Department for this same date and time will be considered one rental and cannot be cancelled in part.

Initial _____ Failure to comply with rules and regulations can result in loss of future rental privileges.

Initial _____ Times include set up and clean up. **NO** additional time will be permitted without prior notification.

Initial _____ Sinks and drinking fountains 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 _____ March and April – 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 week in advance. Peters Township and its agents shall not be liable for injuries sustained by any person. The party hereby agrees to indemnify, save harmless and defend Peters Township 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 Peters Township or others, or death of any person, arising or growing out of our in connection with the use of township 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: _____

