



# 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.

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: \_\_\_\_\_

## Rental Fees

### Shelter

| Shelter                        | Resident | Non-Resident |
|--------------------------------|----------|--------------|
| <b>Peterswood Park (PW)</b>    |          |              |
| (PW) Shelter 1                 | \$125.00 | \$250.00     |
| (PW) Shelter 2                 | \$125.00 | \$250.00     |
| (PW) Shelter 3                 | \$80.00  | \$125.00     |
| (PW) Shelter 4                 | \$80.00  | \$125.00     |
| <b>Elm Grove Park (EG)</b>     |          |              |
| (EG) Shelter                   | \$60.00  | \$120.00     |
| <b>Rolling Hills Park (RH)</b> |          |              |
| (RH) Shelter A                 | \$200.00 | \$400.00     |
| (RH) Shelter B                 | \$150.00 | \$300.00     |
| (RH) Shelter C                 | \$150.00 | \$300.00     |

### Amphitheater

|  | Non-Profit<br>(Mon – Fri) | Non-Profit<br>(Sat, Sun & Holidays) | Profit<br>(Anytime) |
|--|---------------------------|-------------------------------------|---------------------|
| <b>Resident</b>  | \$100                     | \$150                               | \$250               |
| <b>Non-Resident</b>  | \$200                     | \$300                               | \$500               |
| \$100 Deposit required on all rentals<br>\$35 for lighted use in addition to stand fee |                           |                                     |                     |

## Special Use For Park Areas

**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 for Peterswood Park are located in the restrooms next to shelter 1.

**Hours** - Parks are open during daylight hours, dawn until dusk. Your rental is limited to the times approved on this request.

**Structures** - The Park and Recreation Department must approve structures, such as tents etc. prior to event.

**Signs** - No signs or advertisements are permitted.

**Parking** - Park only in designated areas. No Parking on the grass or along the roadside. Handicapped parking is available at all parks.

**Animals** - All animals must be leashed. Animals must be cleaned up after. Petting zoos and other animals are **not** permitted.

**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 (briquettes, e.g.). Please extinguish completely at end of activity.

**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.

**Cancellation** - In case of cancellation, the party shall notify the Park and Recreation Department. Cancellations made more than fourteen days prior to the date, will receive a refund minus a \$5 processing fee. There will be **NO** refunds for cancellations made fourteen days or less prior to the date.

**Personal Conduct** - Please respect the rights of others to enjoy the park: no disorderly conduct, loudspeakers, fireworks, public drunkenness, nor alcohol, etc.

**Alcoholic Beverages** – Permitted in specified areas by permit only. 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 alcohol is permitted in the restrooms or playground areas. No alcohol sales are 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. Peters Township Police Officers will be paid at their off-duty rate.

**Non-profit rates** – Non-profit groups making a presentation of recreational or community value may have use of the stage on weekdays from 9:00 a.m. to 4:00 p.m. or on Sunday's before noon for a reduced rate of \$25. The fee will be waived if no restrooms, sound or lights are needed.

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

**Electricity** – Electricity is included in the use of the stage. The service is 110 volt. There are 4 receptacles on the back of the facility, 6 receptacles on the stage walls and 3 receptacles on the front of the stage, each equaling a circuit of 20 amps.

### For Office Use Only

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