



BOROUGH OF FRANKLIN PARK

2344 WEST INGOMAR ROAD, PITTSBURGH, PA 15237
PHONE (412) 364-4115 FAX (412) 366-4406
E-MAIL ADDRESS: email@franklinparkborough.us

Dear Renter:

Enclosed you will find the **Information and Fee Schedule** and **Rental Policy** for the Blueberry Hill Park Activity Center. Please read the Rental Policy and review the Information and Fee Schedule before filling out the rental permit. After reviewing this information, determine your needs and fill out the applicable parts of the Activity Center Rental Permit. Return the completed Activity Center Rental Permit, Hold Harmless Agreement, Cleaning Acknowledgement and Third Party Vendor Rider, if applicable, along with your reservation deposit to:

Borough of Franklin Park
Activity Center Rental
2344 West Ingomar Road
Pittsburgh, PA 15237
412-364-4115 Ext. 347

Reservation for the Activity Center will be made on a first come-first serve basis. **Reservations will be recorded upon receipt of the completed Activity Center Rental Permit, Hold Harmless Agreement and Cleaning Acknowledgement along with two checks representing the total rental fee and damage/cleaning deposit.** Franklin Park Borough **residents** can begin renting for the next year starting at 9:00AM the first Monday of March of the current year. **Non-residents** can begin renting for the next year starting at 9:00AM the third Monday of March of the current year. Any Activity Center Rental Permits received by mail for the next year will be considered after those delivered in person.

Any changes made to this permit, within 60 days of the event, will result in a \$25.00 charge each time you make changes i.e. time change, cleaning change, alcohol permit, and/or amplifier use. No changes will be made to this permit until the fee is paid. No changes can be made to the permit within ten (10) business days prior to the event date. Arrangements for an alcohol permit or amplifier need to be made in advance through our office. In addition, a separate check must be received for the damage/cleaning deposit. This check must be dated the date of your function.

Please call me at (412) 364-4115 ext. 347 if you have any questions, requests, suggestions or comments. We want to provide you with the best possible facility. I hope you enjoy your function.

Sincerely,

Zach Brower

Zach Brower
Recreation Program Director

**FRANKLIN PARK BOROUGH
BLUEBERRY HILL PARK ACTIVITY CENTER
INFORMATION AND FEE SCHEDULE**

MAIN ACTIVITY HALL

ACCOMMODATES:

136 people at tables with serving table, head table and small dance floor

Maximum Capacity: 175 – Plan Accordingly (no tables)

Chairs available: 150 {if anymore needed they would have to be rented}

Table available: 16 - Round – seats 8 (60" [5'] in diameter)

20 - 8' tables – seats 8

8 - 6' tables – seats 6

1 - 4' table

Main Activity Hall dimensions: 30' x 64'

FACILITY RENTAL INCLUDES:

Interior Amenities - Full use of upper level of activity center, handicapped accessible restrooms, coat closet, tables and chairs, heated/air conditioned and ceiling fans. The kitchen includes: a stove, warming oven, refrigerator, icemaker, serving counter and microwave.

Exterior Amenities - Large deck, playground, basketball court, jogging track, sand volleyball court, and ball fields. These facilities are available to be used if not in use by other permit holders.

IMPORTANT INFORMATION:

The Activity Center Supervisor will have the doors unlocked at the stated Start time – **NO EARLIER**. The Start time is the earliest allowed for set up – plan accordingly. The End time is the latest renters are allowed to occupy the Activity Center, includes clean-up time, if applicable – plan accordingly. Failure to comply with these rules will result in forfeiture of a portion of your damage deposit.

Bar must close one hour before the end of the event, prior to cleanup, if applicable.

Music must end 1/4 hour before the end of the event, prior to cleanup, if applicable.

IMPORTANT: Adult supervision of all children in attendance at events in the Activity Hall and Rec Center is required at all times. No children are permitted downstairs without adult supervision.

ACTIVITY HALL

ACTIVITY CENTER IS NOT OPEN ON ANY LEGAL HOLIDAY INCLUDING:

**New Year's Day, Easter, Memorial Day, July 4th, Labor Day,
Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve.,
or any days as determined by the Recreation Program Director**

The Activity Center is not available for party rental Monday – Thursday.

Hourly Rates

Available for birthday parties, showers, meetings or similar activities.

Minimum 2 hours - One hour will be added for set up and clean up times are not included in hours.

Available Friday, Saturday and Sunday from 9:00 AM to 11:00 PM;

Resident/Non- Profit: \$120.00 per hour
\$500.00 damage deposit

*If claiming resident status the permit and all checks must be in the resident's name.
If claiming Non-Profit status please provide a copy of your 501c(3) Certification.*

Non-Resident/Business: \$135.00 per hour
\$500.00 damage deposit

Function Rates

Available for graduation parties, weddings, family reunions, socials, large meetings, etc. Function rate is up to **6 hours** plus 1 hour for set-up and 1 hour for clean up (for up to a total of 8 hours). A 2 hour set up time is allowed for wedding events only.

Available Friday, Saturday and Sunday 9:00 AM to 11:00 PM

Resident/Non-Profit: \$550.00 rental fee
\$500.00 damage deposit

*If claiming resident status the permit and all checks must be in the resident's name.
If claiming Non-Profit status please provide a copy of your 501c(3) Certification.*

Non-Resident/Business: \$625.00 rental fee
\$500.00 damage deposit

Additional Fees

Alcohol Permit	\$25.00 (refer to Section 18 of the Rental Policy)
Amplifier	\$25.00 (refer to Section 19 of the Rental Policy)
Sports Equipment	Available sports equipment: Volleyballs, Soccer Balls, and Basketballs. Sports equipment is available from the Activity Center Supervisor and must be returned or the replacement value will be deducted from your cleaning/damage deposit.

**RESERVATIONS WILL NOT BE ACCEPTED WITHOUT THE COMPLETED
PERMIT PACKET AND PAYMENT IN FULL
ALL TIMES SUBJECT TO AVAILABILITY
ALL FEES ARE SUBJECT TO CHANGE**

**NO ALCOHOLIC BEVERAGES ARE PERMITTED IN THE REC CENTER.
ALL FEES ARE SUBJECT TO CHANGE**

FRANKLIN PARK BOROUGH
BLUEBERRY HILL PARK ACTIVITY CENTER
RENTAL POLICY

It is the responsibility of the clients to read all the information in the following policy and related procedures.

Section 1 **Reservation Date:** The signing of the all forms in the Rental Permit Packet and payment of the required rental fee and damage/cleaning deposit guarantees the reservation of the event date as set forth in the Rental Permit, based on availability. All checks are payable and mailed to: Borough of Franklin Park, Activity Center Rental, 2344 West Ingomar Road, Pittsburgh, PA 15237. **Note:** **The damage/cleaning deposit check must be dated that the date of the event.**

Section 2 **Rental Fees:** See the Information and Fee Schedule included with the Rental Policy. The Borough of Franklin Park reserves the right to adjust fees on an annual basis. If claiming resident status the permit and all checks must be in the resident's name.

Section 3 **Changes to Permit:** Any changes made to this permit, within 60 days of the event, will result in a \$25.00 charge each time you make changes i.e. time change, cleaning change, alcohol permit, grill and/or amplifier use. No changes will be made to this permit until the fee is paid. No changes can be made to the permit within ten (10) business days prior to the event date.

Section 4 **Damage/Cleaning Deposit:** A damage/cleaning deposit check must be submitted at the time the reservation is made and dated the day of the event. This must be a separate check from the rental fee. If the Renter decides not to clean the facility, a cleaning fee will be added to the rental fee (see Cleaning Acknowledgement), the Renter will lose the time allotted at the end of their event for clean-up and a separate damage deposit check for \$500.00, dated the day of the event, must be submitted. This check will not be cashed unless the facility is damaged and/or has not been properly cleaned. The Renter assumes all financial responsibility for any damage or loss to the facility rented. All rental parties are expected to leave the building and grounds clean and free of debris. Upon satisfactory inspection of the facility by the designated representative of the Borough, the total amount will be refunded within one week of the event date. If the facility is found to be in an unsatisfactory condition, or if any damage has occurred, the renter will forfeit the appropriate amount to cover the damages/cleaning.

Whether you choose to clean the facility or not it is the Renter's responsibility to make sure the kitchen is cleaned. This responsibility includes: cleaning all spills and crumbs from on or inside the stove, refrigerator, microwave, sinks and counter tops. If you choose to use a caterer for your function, it is your responsibility to make sure the kitchen has been cleaned properly. If this procedure is not followed, you will forfeit a portion of your cleaning/damage deposit.

Section 5 **NSF Check Return Policy:** Individuals who submit an NSF check will be contacted and requested to make prompt payment in cash. In addition to the payment, a service charge of \$25 will be due and collected at the time of payment. Failure to comply will result in loss of deposit and/or reservation date.

Section 6 Cancellations:

Written Cancellation - MORE THAN 60 DAYS Before Scheduled Event

The Borough will refund the renter the total rental fee paid to the Borough, less the following.

Function Rate Refund	\$75.00
Hourly Rate Refund	\$50.00

Written Cancellation - LESS THAN 60 DAYS Before Scheduled Event

No refund will be made unless the Borough is able to rent the facility on the same date AND for the same rental fee.

In the event the Borough is able to rent the facility on the same date AND for the same rental fee, the Borough will refund the renter the total rental fee paid to the Borough, less the following.

Function Rate Refund	\$125.00
Hourly Rate Refund	\$100.00

In the event the Borough is NOT able to rent the facility on the same date AND for the same rental fee, the Renter forfeits the entire rental fee to the Borough. No refund will be issued.

Section 7 Use of Borough's Name and/or Logo: Use of the Borough's name and/or logo in the promotion of any event, including those events which an entity may hold at the Activity Center, is strictly prohibited without the consent of Borough Council. The borough reserves the right to cancel the reservation of any person, group or organization violating this policy. Any person, group or organization violating this provision will also forfeit their rental fee.

Section 8 Nature of the Event and Activity: The nature of the event and related activity are limited to the events described in the Information and Fee Schedule section under Rates (pages 2 and 3).

Section 9 Facility Rental: Refer to the Information and Fee Schedule starting on page 1 regarding rental of this facility.

The Activity Center Supervisor will have the doors unlocked at the stated Start time – **NO EARLIER**. The Start time is the earliest allowed for set up – plan accordingly. The End time is the latest renters are allowed to occupy the Activity Center, includes clean-up time, if applicable – plan accordingly. Failure to comply with these rules will result in forfeiture of a portion of your damage deposit. Bar must close one hour prior to the end of the event*. Music must end 1/4 hour prior to the end of the event*.

*End of the event – denotes the time the event is over prior to clean-up, plan accordingly.

Section 10 Licensee: Renter and invitees stand as licensees in respect to the Borough.

Section 11 Third Party Vendor Rider: Any Renter intending to provide activities or services such as caterers, tents, and/or special entertainment such as: bounce houses, petting zoo, pony rides, animal handlers, video game trailers, chain saw carver, etc must use a third party vendor in compliance with this Rider. Franklin Park Borough reserves the right to determine whether or not a third party contractor will need to provide an insurance certificate prior to participation in any event on borough grounds.

- Section 12** **Conduct of Guests:** Renter agrees to conduct the Event in an orderly manner in full compliance of these policies and rules and regulations of the Borough. The Renter is solely responsible for his/her invitees as well as their compliance with these policies and rules and regulations of the Borough. The Borough reserves the right to expel any Renter from the Park in the event that these policies and rules and regulations of the Borough are violated in connection with the Event (with full forfeiture of any rental fees and damage deposit). *The Renter may also be subject to fines and liability for any such violations.*
- Section 13** **Number of Guests:** Renter and invitees must adhere to the posted room capacity/maximum occupancy limits of 175 for the Activity Center.
- Section 14** **No Smoking:** Smoking is **not** permitted in the Activity Center. All cigarettes, cigars and pipe tobacco must be fully extinguished and placed in the safe container designed for that purpose outside of the building.
- Section 15** **No Pets:** No pets are allowed in the Activity Center unless they are service animals.
- Section 16** **Parking:** All vehicles must park in the upper lot. In compliance with ADA federal regulations, handicapped parking is available in close proximity to the upper and lower level entrances. Wedding vehicles may be driven to the front doors for drop off and pick up reasons only. Extended parking in front of the entryway is not permissible.
- Section 17** **Deliveries:** Deliveries to the Activity Center will be permitted for purposes of drop off or pick up only, unless written permission be granted by a designated representative of the Borough.
- Section 18** **Kitchen Facility:** Certain kitchen equipment may be subject to restricted use. Whether you choose to clean the facility or not, it is the Renter's responsibility to make sure the kitchen is cleaned. This responsibility includes: cleaning all spills and crumbs from on or inside the stove, refrigerator, microwave, sinks and counter tops. If you choose to use a caterer for your function, it is your responsibility to make sure the kitchen has been cleaned properly. If this procedure is not followed, you will forfeit a portion of your cleaning/damage deposit.
- Section 19** **Alcohol:** The Renter is solely responsible and legally liable for serving alcohol to his/her invitees in connection with the Event, and is subject to the provisions of **Section 12** (see above). **The dispensing of alcoholic beverages is strictly forbidden during the last hour of the event. All alcoholic beverages must be consumed inside the Activity Center or on the attached deck. Alcoholic beverages consumed on any other park grounds in Blueberry Hill Park will subject the Renter and individual violator to fines and penalties as prescribed in the Franklin Park Borough Code or in applicable State Statutes. Violators will be prosecuted to the fullest extent possible.**
- Section 20** Renters may **NOT** charge or collect fees for service or provisions of alcohol at an Event. All alcoholic beverages must be distributed in non-breakable containers. Any individuals consuming alcohol must be 21 years of age or older. Beer trucks are not permitted on any park property. Alcoholic beverages are not permitted in the Rec Center.
- Section 21** **Amplifier:** The amplifier can be rented for use to utilize the speaker system in the Activity Hall. If you rent the amplifier the Facility Supervisor will make the amplifier available to you for use. If any damage occurs to the equipment, your damage/cleaning deposit will not be returned.

- Section 22** **Children Attending Events:** Adult supervision of all children in attendance at Events in the Activity Hall and Rec Center is required at all times. No children are permitted in the Rec Center without adult supervision.
- Section 23** **Decorations and Signage:** No helium balloons (of any kind) are permitted in the Activity Center. No thumbtacks, push pins, adhesive putty or tape, of any kind, can be used to secure decorations. Nothing may be affixed to walls, wall panels or ceiling except on designated hooks installed by the Borough. Tape is only permitted to secure tablecloths and string to secure decorations to designated hooks. Confetti, glitter, fog machines, smoke machines and similar decorations or devices are not permitted in the building at any time. Use of unusual decorations must be approved by the Borough. Candles must be enclosed.
- In the event that your group's function requires signage, it must be approved by a designated representative of the Borough. All decorations and signage must be removed immediately following the Event. If signs are not removed it will be considered insufficient cleaning and a fee will be imposed. The fee will be taken from the damage/cleaning deposit check and a new check issued to you.
- Section 24** **Renter Admissions Fees:** The Renter is strictly prohibited from collecting an admission fee for any purpose on the premises. If the Borough comes to find out that you are charging money for your function, you will forfeit your date of rental and your permit will be terminated. Any money we received in rental fees will be returned less a \$50 administrative fee. If you have 501c(3) status, you are permitted to hold fundraisers. A 501c(3) certificate must be presented at the time of booking.
- Section 25** **Extra Provisions:** Additional chairs, tables, tents, equipment etc. must be discussed and approved prior to the Event by a designated representative of the Borough.
- Section 26** **Litter Provisions:** Litter, including the throwing of confetti, artificial petals, glitter, rice, or releasing helium balloons, is strictly prohibited.
- Section 27** **Photography:** Franklin Park Borough reserves the right to photograph events for promotional purposes.
- Section 28** **Reservation:** The Borough reserves the right to amend these policies at any time, and Renters shall be bound by the policies in effect at the time of the Event.
- Section 29** **Indemnification Form:** Please make reference to the Rental Permit. Sign and return with fee deposit to secure your reservation.