

Editable Park Permit Form Instructions

The form you have selected is an editable PDF and the required fields should be filled in directly onto the form by typing your Information using the latest version of Adobe Reader.

Instructions

1. **FIRST:** please complete all necessary fields using Acrobat Reader
2. **TYPE:** in your information
3. **PRINT:** the Form
4. **SIGN:** the Form
5. **MAIL, Fax, or DELIVER to:** Borough of Whitehall Complex
c/o Park Permits
100 Borough Park Drive
Pittsburgh, PA 15236

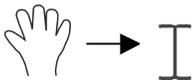
Questions: 412-884-0505, Ext. 320

Helpful Hints for using Adobe Editable Fill-In Forms:

You should use the latest version of Adobe Reader
Turn on Highlighting in Adobe Reader to view text fields you need to fill in.



- Use either the hand tool or the scroll bar on right side of the window to move the page around to view all areas.



- Depending on your version of Adobe Reader; Position the Hand Pointer or the I-Beam inside a form field and click. (The hand pointer will change to an I-Beam pointer when an editable field exists.)
- Use the I-beam pointer to enter text, or use the Arrow or Hand pointer to select a check box.
- Press **TAB** to accept text entered and move to the next field, or press **SHIFT+TAB** to return to the previous field.
- To place a check mark or select options, just click with your mouse.
- If using Adobe Reader, click the Highlight Fields Button in the Upper Right corner to help find all the Editable fields. (Not available from within a browser) Get the latest version of Adobe Reader. It's Free.

Borough of Whitehall Application for Use of Parks and Recreation Facilities

Type your information, **Print Form** then: **Mail, Fax, or Deliver Signed Form** to the Administration Office

Date Today: _____

Official Use - Permit No: _____

Facility Requested: Highland Park: __ Frank Park: __ Overlook Park: __ Snyder Park: __
Prospect Park: Lower: __ Prospect Park: Upper: __ Union Park: __
Tennis Courts: __ Swimming Pool: __ Brennan Plaza: __

Date(s) Requested: _____

Times: _____

Days Requested: Mon: __ Tues: __ Wed: __ Thurs: __ Fri: __ Sat: __ Sun: __

Date(s) Requested: _____

Times: _____

Days Requested: Mon: __ Tues: __ Wed: __ Thurs: __ Fri: __ Sat: __ Sun: __

Activity: _____

Organization Name: _____

Org. Address: _____ **ZIP:** _____

Org. Phone: _____

Person Responsible: _____

Person's Address: _____ **ZIP:** _____

Person's Phone: _____

Numbers Involved: Approx. Adults: _____ Approx. Children: _____ Whitehall Residents %: _____

*The presence or use of any alcoholic beverages on any borough recreation site or public street adjacent to any recreation site is **PROHIBITED**. Any group or organization, which sanctions the consumption of alcoholic beverages in violation of the above regulation, may not be granted a permit for the following season.

Signature: _____ **Phone:** _____

For Emailing Only: In lieu of signature, I (type) _____ request this permit: Yes

Email: _____ (Email used for sending you your Permit)

***Keys are subject to a \$25 Cash Deposit that is Refundable Upon Return of the Keys.** Keys for the restrooms must be picked up at the Administration Office the last business day prior to the date reserved and must be returned to the same location the following business day.

Official Use: Granted: _____ Denied: _____ Date: _____ By: _____

Comments: _____

Comments: _____

Mail, Fax, or Deliver To:

Borough of Whitehall Complex, c/o Park Permits, 100 Borough Park Drive, Pittsburgh, PA 15236
Phone: 412-884-0505, Ext. 320 Fax: 412-884-1160