



# Borough of Whitehall

## Application for Use of Parks and Recreation Facilities

Date Today: \_\_\_\_\_

Official Use-Permit No: \_\_\_\_\_

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

Resident/Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_

Times: \_\_\_\_\_

Day(s) Requested: Mon:  Tues:  Wed:  Thurs:  Fri:  Sat:  Sun:

Activity/Event: \_\_\_\_\_ Approx. Number of Attendees: \_\_\_\_\_

**FEES:** There is a \$25.00 fee (Cash or Check) to reserve a Borough Park. Bathroom keys are subject to a \$25.00 CASH deposit that is refunded upon return of the keys to the Borough Administration Office. Keys for the Park bathrooms can be picked up at the Borough Administration Offices on the last business day before the event and returned the next business day after the event.

**There is no fee to reserve the Tennis Courts or Basketball Courts.**

**I have read and agree to the attached rules and regulations for use of Parks and Recreation Facilities:**

Signature: \_\_\_\_\_

Return completed form by:

Mail: 100 Borough Park Drive,  
Pittsburgh, PA 15236

Fax: 412-884-1160

Email:

hbower@whitehallboro.org

### OFFICIAL USE:

Granted: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_

Rental Fee Received: \_\_\_\_\_

Key Fee Received: \_\_\_\_\_

Cash: \_\_\_\_\_ Check #: \_\_\_\_\_

Deposit Returned: \_\_\_\_\_

## REGULATIONS FOR USE OF BOROUGH RECREATION FACILITIES

Recreation facilities in Whitehall Borough are dedicated for use by the residents of the Borough, their organizations, and their government. For the orderly and safe use of the municipal parks, tennis courts and basketball courts, the following rules have been adopted:

- 1. Application:** Application for use of a Borough Recreation Facility will be made with the Borough Administration Office on a form provided for that purpose. Those residents and organizations who desire to reserve a Recreation Facility may apply for dates starting January 1 of each calendar year for the current year.

The Application Form must be requested by and issued to a Whitehall Borough resident as the "Responsible Person." The Borough reserves the right to require resident identification from all persons using the facilities.

- 2. Permits:** Park Permits for use of Borough Recreation Facilities will be granted "first come, first served" for resident usage. All facilities shall be open to the public unless a permit has been issued. The Borough utilizes a Closed Permit System i.e. all permit holders shall have the exclusive right to use the facilities during the date and time indicated on the permit.

For youth athletic associations, Park Permits for use of Borough Recreation Facilities will be granted based on equitable field usage. Blanket permits will not be issued.

- 3. Fees:** There is a \$25.00 fee to reserve a Borough Park. There is no fee to reserve the Tennis Courts or Basketball Courts. The use of Borough Recreation Facilities shall not be used for for-profit purposes per Ordinance No. 1133.
- 4. Keys:** Keys for the Park bathrooms can be picked up at the Borough Administration Offices on the last business day before the event and returned the next business day after the event. Bathroom keys are subject to a \$25.00 CASH deposit that is refunded upon return of the keys to the Borough Administration Office. Keys may be picked up/returned during regular business hours i.e. Monday through Friday from 8:30 AM to 4:30 PM. Not returning bathroom keys will be considered in future permit request.

There are no restroom facilities at the Tennis Courts or Basketball Courts.

- 5. Utilities:**
  - a.** Water at Borough Parks will be turned on May 1 and turned off November 1. Bathrooms are unavailable from November 2 to April 30. Toiletries are **not** supplied.
  - b.** Light at the Tennis Courts will be turned on May 1 and turned off October 1.
    - i.** May 1 to June 30: Lights Turn Off at 10:00 PM
    - ii.** July 1 to August 31: Lights Turn Off at 11:00 PM
    - iii.** September 1 to September 30: Lights Turn Off at 10:00 PM

## **REGULATIONS FOR USE OF BOROUGH RECREATION FACILITIES**

### **6. Miscellaneous Rules:**

- a.** All materials brought to the facility are to be removed.
- b.** The permit holder is responsible for general clean-up of any debris created by the permit holder or their group. Persons or groups who leave the facility in unsatisfactory condition will be refused future permits and current permits will be revoked.
- c.** Any damage to the facility, buildings, or other improvements on the site must be reported to the Borough Administration Office promptly.
- d.** The presence or use of any alcoholic beverages at Borough Recreation Facilities or public street adjacent to a Borough Recreation Facility is **PROHIBITED**. Any group or organization which sanctions consumption of alcoholic beverages in violation of this regulation may have its permit revoked for the balance of the permit period and may not be granted a permit for the following calendar year.
- e.** Baseball fields are **NOT** to be used in inclement weather.
- f.** For liability reasons, Bounce Houses are not permitted at Borough Parks.

### **WHITEHALL BOROUGH RESERVES THE FOLLOWING RIGHTS**

- a.** To suspend or cancel Park Permits for use of a Borough Recreation Facility if circumstances necessitate Borough government to use the facility. Whitehall Borough activities and/or work assignments have priority at all facilities and all permits are subject to suspension or cancellation by the Borough should conflicts arise.
- b.** To refuse or revoke, at any time, Park Permits for use of municipal recreation facilities for infractions of the regulations.

# **REGULATIONS FOR USE OF BOROUGH RECREATION FACILITIES**

## **PROCEDURES FOR THE ISSUANCE OF RECREATION FACILITY PARK PERMIT**

### **GENERAL**

All permits issued are subject to the “Regulations for Use of Borough Recreation Facilities” of the Borough governing their use. Whitehall Borough reserves the following rights:

- To suspend or cancel Park Permits for use of a Borough Recreation Facility if circumstances necessitate Borough government to use the facility. Whitehall Borough activities and/or work assignments have priority at all facilities and all permits are subject to suspension or cancellation by the Borough should conflicts arise.
- To refuse or revoke, at any time, Park Permits for use of municipal recreation facilities for infractions of the regulations.

### **SEASONAL PERMITS (Two months or longer use)**

1. Applications must be submitted no later than March 1<sup>st</sup> of each calendar year.
2. Applications must be complete and accompanied by a schedule of games or activities that will be conducted.
3. Activities sponsored by the Borough of Whitehall shall receive first preference. All permits are subject to suspension or cancellation by the Borough should conflicts arise.
4. Recognized organizations located within the Borough of Whitehall shall receive second preference.
5. No seasonal permits shall be given on Sundays. Permits on Sundays are reserved for resident families and/or neighborhood activities.
6. Permits must be requested by and issued in the name of a Whitehall Borough resident as the “Responsible Person.”
7. Should the facility requested require a fee, the fee must accompany the application.

### **DAILY PERMITS (One or more non-consecutive days)**

1. Applications may be submitted to the Borough Administration Offices starting January 1 of each calendar year for use in that calendar year.
2. Activities sponsored by the Borough of Whitehall shall receive first preference. All permits are subject to suspension or cancellation by the Borough should conflicts arise.
3. Permits must be requested by and issued in the name of a Whitehall Borough resident as the “Responsible Person.”
4. Should the facility requested require a fee, the fee must accompany the application.