



Municipality of Monroeville
 Recreation, Parks, and Human Services
 412-856-1006

Pavilion Rental Permit Application

(Office Use Only)

Applicant Name _____
 Organization Name (If Applicable) _____
 Street _____ City _____
 State _____ Zip _____ Phone _____
 Email _____
 Driver's License # (First Time Applicants) _____
 Picnic Day _____ Picnic Date _____
 Purpose of Use _____ Approx. Attendees _____

Facility Requested (Circle One)

Monroeville Community Park

#1 #2 #3 #4 #5

Neighborhood Parks

Alpine Evergreen Hawkeye Monroeville East Overlook Pioneer

PAVILION PERMIT FEES (Check as Applicable)

	<u>Resident</u>	<u>Nonresident</u>
<u>Monroeville Community Park</u>		
Large Pavilions (#1, #3, or #5) Rental	<input type="checkbox"/> \$115	<input type="checkbox"/> \$160
X-Large Pavilions (#2 or #4) Rental	<input type="checkbox"/> \$180	<input type="checkbox"/> \$255
<u>Neighborhood Parks</u>		
Standard Pavilions Rental	<input type="checkbox"/> \$115	<input type="checkbox"/> \$160
<u>Add-Ons</u>		
Beer/Wine Permit (Non-Refundable)	<input type="checkbox"/> \$55	<input type="checkbox"/> \$55

TOTAL _____

HOW TO SUBMIT APPLICATION

In person: Monroeville Recreation & Parks - 2700 Monroeville Blvd. - Monroeville, PA 15146
 Fax: 412-856-2353 Email: parks@monroeville.pa.us



MONROEVILLE RECREATION & PARKS

SECURITY DEPOSIT (\$200)

Held via:

- Credit Card (still active the month following your event date)
 Separate Check (dated for your event date)

As of Jan 1, 2023, Security Deposits will NOT be processed at time of booking. Deposits will be held on file and processed within 10 days of your event date only if necessary due to failure to follow park and permit rules. Permit holders will be notified via email and standard mail if their deposit will be processed. Unused credit card information or checks will be destroyed.

Pavilion Payment & Security Deposit Authorization

Use for: Pavilion Payment Only Security Deposit Only Both

Card # _____ Expiration _____ CVV _____

Name as it appears on the card _____

Signature _____

Visa MasterCard Discover American Express Card Address Zip Code _____

The undersigned hereby makes application for the use of the above described facility and agrees to abide by the rules and regulation in effect; to leave the facilities in good, proper condition; and to report any damage done during the use of the facility or facilities to the Municipal Police within twenty-four hours of departure. The applicant further agrees to hold the Municipality of Monroeville free and harmless from the liability of any nature.

I certify that I understand, initialed, and received a copy of the Picnic Permit Refund and Conditions of Use Policies and Ordinance No. 2139, and that I understand and agree to abide by them. I am aware that I will be sent a copy of any changes to these rules. I further understand that any expenses to the Municipality related to damage of the park facilities or violation of the park ordinances will result in a deduction from the security deposit and subject me to further fines and penalties as outlined in Ordinance No. 2139.

The information that I have provided is true and correct to the best of my knowledge. I understand that this permit can be revoked, and all fees forfeited, and my event terminated for falsification of information, or failing to comply with park rules or ordinances.

Signature of Applicant _____ Date _____



MONROEVILLE RECREATION & PARKS

PICNIC PERMIT REFUND AND CONDITIONS OF USE POLICIES

The permit applies only to the specific date, time, and place listed for specific facilities. The permit does not imply exclusive use of the entire park, **ONLY** the reserved pavilion area. All play apparatus, play areas, court areas, and ball fields must be shared by all park visitors, except when ball field and/or court area is reserved by permit and paid for in conjunction with the pavilion rental. The permit may be revoked at any time if a violation occurs.

Permit holder must be present at pavilion rental and have rental receipt readily available.

Failure to adhere to park rules and policies will result in forfeiture of security deposit.

Rental Hours:

Initial Here

Pavilion Rentals are from 12:00pm-8:00pm, allowing permit holders access to set up the pavilion starting at 10:00am, when possible. All clean up, including taking trash to the dumpster, must be complete by 8:00pm on the day of the event.

Refund Policy:

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Pavilion Rental and Beer/Wine Permit Fees are refundable **ONLY** if cancelled prior to 60 days of the picnic date. A \$10 processing fee will apply. Within 60 days of picnic date, fees are **NOT** refundable. Security deposits will not be processed if rental is cancelled.

Activities:

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Inflatable activities such as bounce houses, moon walks, Velcro obstacle courses, and slides all require completion of a **Special Activities Permit Application**. Water activities such as, but not limited to, water balloons and/or slip and slides are **NOT** permitted.

Amplified Sound:

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Amplified sound (including DJs) is not permitted without the completion of a **Special Activities Permit Application**. Sound levels shall remain such that the music/noise stays confined to the special, rented pavilion. Any complaints from other pavilion renters, park neighbors, or park users concerning volume or content will result in immediate termination of the **Special Activities Permit**.

Beer/Wine Permit:

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Municipality of Monroeville laws prohibit carrying, possessing, or drinking any alcohol beverages on recreation, park, and conservation sites, with the exception of beer and/or wine, and then only by permit. Alcohol permit covers only beer and/or wine, which must be confined to the pavilion area and must not be present in any form or container near or on the playing fields or other recreation areas. No other alcohol may be consumed on Municipal property.

The permit holder is responsible for any underage drinking. Any alcohol related incidents or citations will result in forfeiture of security deposit.



MONROEVILLE RECREATION & PARKS

PICNIC PERMIT REFUND AND CONDITIONS OF USE POLICIES

Litter Control:

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Glass containers and confetti are strictly prohibited in the parks. It is the permit holders responsibility to clean up and deposit all trash in the dumpsters, located in the parking lot, at the end of the event.

Decorations:

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Decorations may be attached to the pavilion using string or twist tie only. NO tape, staples, tacks, screws, nails, or fasteners of any type are permitted. Tablecloths should only be attached with clips. Tables may be rearranged during the rental period, but must be returned to their original location before the end of the rental period.

Parking:

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Parking is confined to parking lots only. Limited vehicle access for the purposes of dropping off/picking up of supplies and/or passengers with limited mobility is permitted to picnic pavilions. Vehicles **MUST** remain on pavement at all times and must be returned to parking area immediately upon completion of loading/unloading.

Ball Field and Equipment:

Initial Here _____

Monroeville Community Park green space **CAN** be utilized for wiffle ball, kick ball, football games, etc. It is **NOT** permitted to be used for softball or baseball. The equipment for park rentals consists of a volleyball and a set of horseshoes, which will be placed in a container at a designated location in each park. A letter will be provided to you a week in advance letting you know the location. **It is your responsibility to return all rental equipment to the container at the end of your picnic.** Failure to return equipment will result in a replacement fee deducted from your deposit.

Signs:

Initial Here _____

Signs, posters, or banners may be attached to the pavilion using string or twist tie only. NO tape, staples, tacks, screws, nails, or fasteners of any type are permitted. Per Zoning Ordinance No. 2145, signs cannot be placed in public rights-of-way or blocking any official signs. All signs must be removed at end of event.

Failure to adhere to park rules and policies will result in forfeiture of security deposit.

Signature of Applicant _____ Date _____

Recreation & Parks Staff _____ Date _____