



RENTAL GUIDELINES

<p style="text-align: center;">General</p>	<ul style="list-style-type: none"> Scheduling of facilities will be handled by the Administrative Office and will depend on availability and time desired. Reservations may be reserved up to 6 months in advance. Groups authorized to use facilities are not permitted to charge participants without prior written approval from the Borough. No signs, decorations, tablecloths, balloons, etc. shall be stapled, taped, or attached to any surface, without prior permission from the Borough. The Borough must approve outdoor posting of signs.
	<ul style="list-style-type: none"> All facilities must be left in a clean and orderly fashion. The renter is responsible for setting up and cleaning up. Report damages, abnormal conditions, or emergency situations to 412.279.6911 prior to usage.
<p style="text-align: center;">Fees/Refunds</p>	<ul style="list-style-type: none"> Fees/Deposits are due at least 14 days prior to date of usage and made payable to "Borough of Green Tree". Security deposit will be returned, after the facility has been inspected and provided no damage occurred to the facility. The charge for damages will be determined by the Borough. Refunds will be issued for reservations cancelled no later than 72 hours prior to the scheduled date. A fee of \$35 will be charged if the Borough does not receive intent to cancel within 72 hours of the scheduled date.
<p style="text-align: center;">Specific to Rental Facility</p>	<p>HALE PARK</p> <ul style="list-style-type: none"> Park hours are 8 am to dusk. All garbage/rubbish must be bagged and placed in Maintenance Room and new liners must be placed in receptacles prior to leaving.
	<p>WILSON PARK</p> <ul style="list-style-type: none"> Park hours are 8 am to dusk. All garbage/rubbish bags must be closed and secured.
	<p>FIRE HALL SOCIAL ROOM</p> <ul style="list-style-type: none"> Fire Hall Social Room closes at 11:00 pm. All fire regulations for Borough facilities must be observed (<i>i.e., all exits kept clear at all times, no smoking, maximum occupancy must be adhered to, and use of flames prohibited</i>). Heat must be returned to 65° and air conditioning returned to 75° prior to exiting the building. All lights must be turned off and all doors secured when leaving. All garbage/rubbish must be secured in plastic garbage bags. Carry entire trash can (w/garbage) outside remove garbage bag and place in trash receptacle outside the side door, then return empty trash can inside building.
	<p>MUNICIPAL GYM</p> <ul style="list-style-type: none"> Proof of insurance naming the Borough of Green Tree as additional insured is required for any sports organization with appropriate coverage as required by the Borough of Green Tree prior to usage. All fire regulations for Borough facilities must be observed (<i>i.e., all exits kept clear at all times, no smoking, maximum occupancy must be adhered to, and use of flames prohibited</i>). Tennis shoes must be worn at all times by anyone entering the gymnasium All food is limited to the stage area. All lights must be turned off and all doors secured when leaving.

**Alcohol
Permits**
(Refer to Ord. 1566)

- The use, possession, distribution and consumption of beer and wine shall be solely limited to the rental premises. No alcohol shall be consumed, displayed or used on the exterior of rental facility.
- Use of glass containers of any type for all beverages is prohibited.
- The use, possession and consumption of alcohol is limited to individuals of legal drinking age.
- The applicant(s) who sign the Alcohol Permit Application must remain on site of the rental facility the entire time.
- No alcoholic beverage shall be sold, bartered, or traded
- No fee shall be charged to enter rental facility or attend any event operated in conjunction with rented facility. This provision is not intended to prohibit friends or families from sharing in the actual cost of food/refreshments for the event, but to prohibit events such as keg parties or beer/wine parties.

Reservation Form

Hale Park • Wilson Park • Social Hall • Municipal Gym



BOROUGH OF GREEN TREE

10 W. Manilla Avenue

Pittsburgh, PA 15220

412.921.1110

www.greentreeboro.com

Rental Date	Rental Time (Start - End)	Est. Attendance	Rental Purpose
	to		

Hale Park	Wilson Park	Fire Hall Social Room	Municipal Gym
<input type="checkbox"/> \$35 + \$100 Deposit w/alcohol <input type="checkbox"/> \$75 + \$250 Deposit w/alcohol 1 double charcoal grill 10 tables (<i>wheelchair accessible</i>) Outlets available (Capacity 35-50 people)	<input type="checkbox"/> \$35 + \$100 Deposit w/alcohol <input type="checkbox"/> \$75 + \$250 Deposit w/alcohol 1 charcoal grills 5 tables (<i>wheelchair accessible</i>) Outlets Available (Capacity 35-50 people)	<input type="checkbox"/> \$275 + \$200 Deposit w/alcohol <input type="checkbox"/> \$315 + \$350 Deposit w/alcohol Kitchen Long and round tables (Capacity 200 people - Classroom style)	<input type="checkbox"/> \$35 + \$100 Deposit for 2 HRS <input type="checkbox"/> \$70 + \$100 Deposit for 4 HRS 2 long tables (Capacity 35-50 people)

Note: Keys may be obtained one business day prior to usage of rental facility and returned one business day after usage. A fee of \$5 will be charged for lost keys.

Applicant's/Organization's Name (<i>Must be 18 to apply</i>)	Contact No.	Email

Applicant's Address (*Must be Green Tree Resident*)

Note: All rentals are subject to cancellation in the event of recreation programming or Borough related business at the discretion of the Borough Manager.

Will alcoholic beverages be served?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<i>If yes, please fill out below</i>
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Must be 21 years of age and provide valid form of photo identification upon submission.

Date of Birth	Form of Photo ID
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Note: If approved, an Alcohol Permit will be issued and must be displayed at the rented facility.

Initial each statement indicating that you agree.

_____	COVID-19. The undersigned agrees to strictly, and without exception, follow all local, state, and federal guidelines regarding human protection from the Coronavirus, that are in place on the rental date. The undersigned shall not hold the event and shall cancel the event if all guidelines will not, are not or cannot be met before, during, or after the event.
_____	Release and Indemnification Agreement. In consideration for the acceptance for use of the above facilities, the undersigned, does hereby release and forever discharge the Borough of Green Tree, its officials, employees and/or its Recreational Board, from any claims, demands, damages, actions, and causes of actions of any sort for any injury sustained to his or her person and/or his or her guests or invitees during or after their presence on the desired above-chosen rental facility.
_____	Rental Guidelines. The undersigned has read and agrees to all conditions of use and assume responsibility for the rental for which you are applying for. These guidelines are available on our website www.greentreeboro.com .

Applicant Signature _____ Date _____

Borough Signature _____ Date _____

Security Deposit	_____	Fee	_____
Date Paid	_____	Receipt No.	_____