



OHIO TOWNSHIP

Allegheny County, Pennsylvania
1719 Roosevelt Road, Pittsburgh, PA 15237

	RENTAL NUMBER (For office use only)
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RESERVATION DEPOSIT FOR FACILITY RENTAL

This signed agreement and security deposit must be received within two (2) weeks of reserving the date. After two weeks, the date will no longer be held.

Contact Person: _____

Event Date: _____
(Please include day of week, month, day, and year)

Facility: _____
(Please indicate what park facility you are reserving)

Payment: Only checks are accepted for security deposits.

Security/Damage Deposit
\$250 or \$300

Check # _____ Payable to **Ohio Township**
A separate check is required as a security/damage deposit. This check will be held and not cashed or deposited at the time of rental. It will be retained until after the event and facility inspection. This check is separate from the rental fee and does not apply toward payment of the rental. The check will only be cashed or deposited if damage, loss, or violations related to the facility occur.

Rental Payment
Fee

Check # _____ Payable to **Ohio Township**
Final payment is due one (1) month prior to event date. This is a separate check from security deposit.

Optional: If you would like a brief message displayed on the electronic sign at the entrance to the park, clearly write the text you want displayed on the lines below. Your message will be cycled in with other township messages for the duration of your event. Please limit text to two lines, 16 total characters per line.

OHIO TOWNSHIP COMMUNITY PARK NATURE CENTER/PAVILIONS RECREATIONAL FACILITIES USE APPLICATION

RESERVATION DATE	EVENT START TIME	EVENT END TIME	TYPE OF EVENT	APPROX. # OF PEOPLE

Opening/Closing Times: Setup time is one hour before event start time (two hours for weddings). Cleanup must be completed within one hour after event's end time or **before 11:00pm Friday-Sunday** and **before 10:00pm Monday-Thursday**.

Organization/Renter	Contact Person

Contact's Cell Phone // Check if Preferred	Contact's Home Phone // Check if Preferred	Contact's Work Phone // Check if Preferred
	<input type="checkbox"/>	<input type="checkbox"/>

Please check the preferred phone number to be reached at.

Contact's Email Address

Mailing Address

City	State	Zip Code

Facility Requested for use (Check One):

<input type="checkbox"/>	NATURE CENTER	<input type="checkbox"/>	PAVILION
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FEES: Please fill out the box below that corresponds with your rental date and facility. **A check for the security deposit must be submitted with rental paperwork and dated the event date.** Pavilion rental rates are on the following page. Please note: There is no charge for the one-hour setup and one-hour cleanup times for Nature Center and large pavilion rentals only. **NO CASH ACCEPTED.**

NATURE CENTER:

**OHIO TOWNSHIP RESIDENT RENTAL RATES:
NATURE CENTER (Weekend, Friday-Sunday)**

A: Security Deposit	= \$250
B: _____ hours x \$90 /hour	= \$
C: Alcohol Fee (if applicable)	+ \$25
Rental Fee: (B + C)	= \$

NATURE CENTER (Weekday, Monday-Thursday)

A: Security Deposit	= \$250
B: _____ hours x \$50 /hour	= \$
C: Alcohol Fee (if applicable)	+ \$25
Rental Fee: (B + C)	= \$

**NONRESIDENT RENTAL RATES:
NATURE CENTER (Weekend, Friday-Sunday)**

A: Security Deposit	= \$300
B: _____ hours x \$110 /hour	= \$
C: Alcohol Fee (if applicable)	+ \$25
Rental Fee: (B + C)	= \$

NATURE CENTER (Weekday, Monday-Thursday)

A: Security Deposit	= \$300
B: _____ hours x \$60 /hour	= \$
C: Alcohol Fee (if applicable)	+ \$25
Rental Fee: (B + C)	= \$

OHIO TOWNSHIP COMMUNITY PARK NATURE CENTER/PAVILION RECREATIONAL FACILITIES USE APPLICATION (cont.)

Please fill out the box below that corresponds with your rental date and facility. **A separate check for the security deposit must be submitted with rental paperwork and dated the event date.**

OUTDOOR PAVILION:

OHIO TOWNSHIP RESIDENT RENTAL RATES: OUTDOOR PAVILION (Weekend, Friday-Sunday)

A: Security Deposit	= \$250
B: _____ hours x \$50/hour	= \$
C: Alcohol Fee (if applicable)	+ \$25
Rental Fee: (B + C)	= \$

OUTDOOR PAVILION (Weekday, Monday-Thursday)

A: Security Deposit	= \$250
B: _____ hours x \$25/hour	= \$
C: Alcohol Fee (if applicable)	+ \$25
Rental Fee: (B + C)	= \$

NONRESIDENT RENTAL RATES: OUTDOOR PAVILION (Weekend, Friday-Sunday)

A: Security Deposit	= \$300
B: _____ hours x \$60/hour	= \$
C: Alcohol Fee (if applicable)	+ \$25
Rental Fee: (B + C)	= \$

OUTDOOR PAVILION (Weekday, Monday-Thursday)

A: Security Deposit	= \$300
B: _____ hours x \$30/hour	= \$
C: Alcohol Fee (if applicable)	+ \$25
Rental Fee: (B + C)	= \$

PLAYGROUND PAVILION:

A: Security Deposit	= \$250 or \$300
B: \$50, up to 5 hours total	= \$50
C: Alcohol Fee (if applicable)	+ \$25
Rental Fee: (B + C)	= \$

The small pavilion (near the playground) is available to rent during the months of June, July, and August only. For rental requests before or after those months, please contact the parks and recreation director.

The cost to use the small pavilion is **\$50 for up to 5 hours. An additional \$25 must be paid to have alcohol at the event.** Set up and clean up must be completed within the 5-hour rental.

UPPER PARK PAVILION:

A: Security Deposit	= \$250 or \$300
B: \$100, up to 5 hours total	= \$100
C: Alcohol Fee (if applicable)	+ \$25
Rental Fee: (B + C)	= \$

The upper park pavilion is available to rent during the months of May through October. For rental requests before or after those months, please contact the parks and recreation director. The cost to use the upper park pavilion is **\$100 for up to 5 hours. An additional \$25 must be paid to have alcohol at the event.** Set up and clean up must be completed within the 5-hour rental. Please note that rental of the upper park pavilion does **not** include exclusive use of the courts. All courts will remain **open to the public** and available for general use during the event.

MEETING RATES:

The Nature Center and outdoor pavilions can be rented for meetings (businesses, organizations, small groups, homeowners associations, etc.) at a rate of **\$25 for up to 2 hours total, including setup and cleanup.** To schedule a date or to find out if your event qualifies for this pricing, please contact the parks and recreation director. Meetings cannot include food or alcohol. A limited amount of time is allowed before and after the meeting for setup and cleanup.

**OHIO TOWNSHIP COMMUNITY PARK NATURE CENTER/PAVILION
RECREATIONAL FACILITIES USE APPLICATION (cont.)**

I understand and do hereby agree that:

1. Only those individuals authorized by the sponsoring organization/renter shall be permitted in the facility rented.
2. The signer of this agreement must be the individual who communicates and/or meets (if applicable) with a designated representative of Ohio Township at the beginning and at the conclusion of the event.
3. Individuals involved in any activity are limited to the use of the area indicated. Parents/Guardians are responsible for their children's behavior.
4. The Nature Center will be inspected by an Ohio Township representative after the conclusion of the event.
5. The Community Park and Nature Center are smoke-free. Smoking inside the building is prohibited. Smoking is also prohibited on the Ohio Township Community Park grounds. If an individual attending your event is smoking, please have them dispose of the cigarette immediately in a designated ashtray near the entrance of the Nature Center.
6. ALCOHOLIC BEVERAGES ARE NOT PERMITTED IN THE PARK WITHOUT TOWNSHIP PERMISSION. Alcohol permit fees for rentals can be purchased for an additional \$25.
7. **Release of Liability:** The Renter and all participating individuals in the event sponsored by the Renter of the Ohio Township Community Park Facilities hereby absolve and agree to indemnify and to hold harmless from any liability whatsoever arising from the use of the Ohio Township Community Park, Ohio Township, its employees, officers, agents, and volunteers.
8. Reservations will only be accepted upon receipt of the security deposit, and the information required by this form. **Final rental payment is due in full one (1) month prior to rental date.** It is the responsibility of the renter to submit the rental payment on time. A reminder to submit the final rental payment will not be sent.

I have read and understand the Rental Policy regarding the use of the Ohio Township Community Park facilities, and I agree to fully abide by its contents.

Signature

Date



1719 Roosevelt Road, Pittsburgh, PA 15237
Phone: 412-364-6321 | Fax: 412-369-8182
www.ohiotwp.org

HOLD HARMLESS AGREEMENT

It is hereby understood and agreed that Ohio Township will make available for recreational use park shelters, and other facilities and that I/we, the undersigned, acting on behalf of all participants, both individually and collectively hold harmless Ohio Township, its officials, agents, employees, and volunteers, from and against all claims for injuries to our program participants or invited spectators resulting from our/their use of these facilities.

It is understood that I/we accept this condition in return for the use of the park's recreational facilities or buildings on the days and times made available by the township.

All participants should be notified that Ohio Township's liability for injuries is limited as defined under the Political Subdivision Tort Claim Act (330-1978) and the Recreation Use of Land and Water Act. We agree to notify the parents or guardians of all minors that they and not Ohio Township will be responsible for expenses for medical treatment resulting from participation in any program/activity for which we have requested this authorization.

In addition, persons requesting the use of parks for concession purposes shall provide the township certificates of product liability insurance insuring Ohio Township against damages arising from the sale of food products and providing defense coverage and costs including attorney's fees as well.

The undersigned hereby acknowledges receipt of copies of all current Ohio Township rules and regulations concerning use of its parks and recreational facilities and agrees to notify all participants in its activities of same, and to ensure that all participants and invited spectators abide by such rules and regulation. Failure to do so shall constitute grounds for the revocation of any or all permits for usage.

Signature

Date

OHIO TOWNSHIP COMMUNITY PARK NATURE CENTER/PAVILION CLEANING ACKNOWLEDGEMENT

To ensure that the facility will always be clean and ready for use by the next person, the township requires that you acknowledge your responsibility of cleaning the facility rented after your event. Please sign below and return this form in advance of your rental date. For Nature Center rentals, a facility cleaning checklist will be provided to you the day of your rental.

To receive a full refund of your damage/cleaning deposit, there must be no damage to the facility and the following cleaning procedures must be adhered to. Please note, some of these procedures do not apply to pavilion rentals.

1. Remove all decorations, debris, table paper, and tape from the tables, chairs, and walls.
2. Clean spills and crumbs off tables and chairs.
3. Fold chairs and stack them on top of the tables.
4. Sweep all floors and dry mop any liquid spills.
5. Clean all spills and debris from on or inside refrigerator, microwave, sinks and counter tops and cabinets.
6. Clean commodes and make sure they are flushed and not running.
7. Pick up all trash in and around the Nature Center and/or Pavilions.
8. Remove used trash bags from the receptacles (including ones in the bathroom and outside) and take all garbage out to the dumpster located in the Nature Center Parking Lot. Place new bags in the receptacles.
9. Keep all hot containers on the heat shielded tables or counter tops.
10. Use the cutting boards provided by the park. Do not cut food directly on the counters.
11. Close and secure any open windows or doors.
12. Move the picnic tables back to their original location that they were in prior to the rental.
13. Change thermostats back to the original temperature they were set at prior to your event.
- 14. Signs left behind will result in the loss of your security deposit.**
- 15. Use of helium filled balloons and confetti and/or glitter is strictly prohibited. Balloons stuck in the ceiling or glitter left behind will result in the loss of your security deposit.**

By signing underneath, you acknowledge that you have read and understood the Cleaning Agreement. Cleanup must be completed within one hour after the end of the event, or by **11:00pm** (for weekend rentals), and **10:00pm** (for weekday rentals). By signing you give Ohio Township the right to withhold your security deposit if the facility is not cleaned to the above specifications.

By signing, you also agree to pay any and all costs that may exceed the cost of the security deposit if damage occurs.

Signature

Date



1719 Roosevelt Road, Pittsburgh, PA 15237
Phone: 412-364-6321 | Fax: 412-369-8182
www.ohiotwp.org

Dear Renter:

You have inquired about renting the facilities at Ohio Township Community Park. We have enclosed a packet of information and the forms that must be completed and returned. If you have any further questions, or need additional information, please call the township office at (412) 364-6321.

Please note: Unless you are instructed otherwise, we cannot officially accept your reservation until we receive all completed forms and a rental deposit. We suggest that you get this in as soon as possible.

Enclosed you will find the following:

- Recreational Facilities Use Application
- Hold Harmless Agreement
- Rental Policy
- Information and Fee Schedule
- Cleaning Procedures and Acknowledgement
- Ordinance #268 (Park Rules and Procedures)
- Directions to Ohio Township Community Park

Please carefully read all the information and be sure you understand it, before filling out the Rental Application or signing the Hold Harmless Agreement and the Cleaning Acknowledgement.

After reviewing this information, determine your needs and fill out the applicable parts of the Recreational Facilities Use Application. Return the completed Use Application, Hold Harmless Agreement, and Cleaning Acknowledgement along with your reservation fee and damage deposit to:

Ohio Township
Attn: Andy Rubino
1719 Roosevelt Road
Pittsburgh, PA 15237

Reservation for any of the park facilities is on a first-come, first-serve basis. Reservations will be recorded upon receipt of your fee deposit, completed Recreation Facilities Use Application, Hold Harmless Agreement, and Cleaning Acknowledgement. **Remember, you must submit two checks, one for your reservation rental fees and another for the security/damage deposit.** Payment in full is due one (1) month prior to rental date.

RETURN DOCUMENT CHECKLIST

- Rental Fee (Check)
- Security/Damage Deposit (Check, dated day of event)
- Alcohol Permit Fee (if applicable)
- Recreational Facilities Use Application
- Hold Harmless Agreement
- Cleaning Acknowledgement

If you have any questions or difficulties, please reach out. Our goal is to provide you with the best possible facility for your planned activity.

Sincerely,

Andy Rubino
Director of Parks and Recreation
Ohio Township
1719 Roosevelt Road
Pittsburgh, PA 15237

OHIO TOWNSHIP COMMUNITY PARK NATURE CENTER INFORMATION AND FEE SCHEDULE

NATURE CENTER

1. NATURE CENTER AMENITIES

- a. **UPPER-LEVEL INTERIOR:** Full use of upper level, which is wheelchair accessible by the outer Nature Center path. Access to the inside is only available through the rear doors of the building. A wheelchair is available if needed. The center is heated and air-conditioned, and includes restrooms, fireplace, coat area, tables, and chairs. A small kitchen is available and includes a sink, refrigerator, serving counter, dual ovens, range top, and a microwave. An ice machine is available. The tables and chairs provided are permitted for inside use only. Tables are rounded and five feet in diameter. Each table seats eight people comfortably. Three eight-foot banquet tables and a corner table are also provided. Linens are not provided by the facility.

The Nature Center can accommodate 72 people seated at tables. **The maximum occupancy of the Nature Center is 85 people.**

- b. **UPPER-LEVEL EXTERIOR:** Large patio, pergola, and outdoor fireplace. Grills, though not provided, are permitted in designated outdoor areas. Parking is available in designated spots in the Nature Center lot and throughout the park. Vehicles are not permitted on the grass, Nature Center pathway, or to park on the road (a pushcart is available to transport items into the center).
Driving a vehicle onto the walkway past the parking lot will result in a loss of your security deposit.

2. NATURE CENTER RATES

- a. **Ohio Township Residents:**
 - Weekend: \$90.00/hour + \$250.00 refundable security deposit
 - Weekday: \$50.00/hour + \$250.00 refundable security deposit
- b. **Nonresidents:**
 - Weekend: \$110.00/hour + \$300.00 refundable security deposit
 - Weekday: \$60.00/hour + \$300.00 refundable security deposit
- c. Alcohol permit fee is \$25.00 (if applicable)
- d. Additional setup time can be added to your event for \$45/hour

3. NATURE CENTER TIME RESTRICTIONS

- a. There is a **two-hour** minimum and a **six-hour** maximum on rentals, not including the built-in setup and cleanup time.
- b. Setup time is limited to a **one-hour** period prior to events and a **two-hour** period prior to wedding events.
- c. Renters are not charged for setup time, unless it exceeds the maximum time allowed for the event.
- d. The bar must close **one hour** prior to the end of the event.
- e. Music must end **thirty minutes** before the end of the event.
- f. Guests must be out of the building **fifteen minutes** after the end of the event.
- g. Cleanup must be completed within **one hour** of the end of the event or by **11:00pm on weekends**, and **10:00pm on weekdays**.

OHIO TOWNSHIP COMMUNITY PARK OUTDOOR PAVILIONS INFORMATION AND FEE SCHEDULE

PAVILIONS

1. LARGE PAVILION AMENITIES

A 36 feet in diameter hexagonal open-air pavilion available for parties, picnics, family reunions, etc. Six picnic tables are available for use in the pavilion. Electrical outlets are also available.

Parking is available in designated lots near the pavilion and throughout the park. Vehicles are not permitted on the grass, pathway, or to park on the road. **A pavilion rental does not include exclusive or reserved use of the fields or playground.**

2. LARGE PAVILION RATES

a. **Ohio Township Residents:**

Weekend: \$50.00/hour + \$250.00 refundable security deposit

Weekday: \$25.00/hour + \$250.00 refundable security deposit

b. **Nonresidents:**

Weekend: \$60.00/hour + \$300.00 refundable security deposit

Weekday: \$30.00/hour + \$300.00 refundable security deposit

c. Alcohol permit fee is \$25.00 (if applicable)

d. Additional setup time can be added to your event for \$30/hour

3. LARGE PAVILION TIME RESTRICTIONS

- a. There is a **two-hour** minimum and a **six-hour** maximum on rentals, not including the built-in setup and cleanup time.
- b. Setup time is limited to a **one-hour** period prior to events and a **two-hour** period prior to wedding events.
- c. Renters are not charged for setup time, unless it exceeds the maximum time allowed for event.
- d. The bar must close **one hour** prior to the end of the event.
- e. Music must end **thirty minutes** before the end of the event.
- f. Guests must be out of the building **fifteen minutes** after the end of the event.
- g. Cleanup must be completed within **one hour** of the end of the event or by **11:00pm on weekends**, and **10:00pm on weekdays**.

OHIO TOWNSHIP COMMUNITY PARK OUTDOOR PAVILIONS INFORMATION AND FEE SCHEDULE

PAVILIONS (continued)

1. PLAYGROUND PAVILION AMENITIES

A rectangular pavilion near the playground equipment is available for events between June and August. Requests for dates outside of those months will be reviewed based on availability and the park activity schedule. Four picnic tables are available for use in the playground pavilion. Electrical outlets are also available.

Parking is available in designated lots near the pavilion and throughout the park. Vehicles are not permitted on the grass, pathway, or to park on the road. **A pavilion rental does not include exclusive or reserved use of the fields or playground.**

2. PLAYGROUND PAVILION RATES AND RULES

- a. All the above rules and restrictions apply for smaller pavilion rentals.
- b. Setup and cleanup time must be included in the 5 total hour rental window.
- c. Rates:
 - \$250 security deposit for residents, \$300 security deposit for nonresidents
 - \$50 for up to 5 hours
 - \$25 for alcohol permit fee (if applicable)

1. UPPER PARK PAVILION AMENITIES

A rectangular pavilion located in the upper park is available for events between May and October. Requests for dates outside of those months will be reviewed based on availability and the park activity schedule. Three picnic tables are available for use in the playground pavilion. Electrical outlets are also available. At the end of an event, the trash must be taken to the dumpster located in the Nature Center lower park lot.

Please note: There is no lighting under the upper park pavilion. Events must end at dusk.

Parking is available in designated lots near the pavilion and throughout the park. Vehicles are not permitted on the grass, pathway, or to park on the road. **A pavilion rental does not include exclusive or reserved use of the sport courts.**

2. UPPER PARK PAVILION RATES AND RULES

- d. All the above rules and restrictions apply for smaller pavilion rentals.
- e. Setup and cleanup time must be included in the 5 total hour rental window.
- f. Rates:
 - \$250 security deposit for residents, \$300 security deposit for nonresidents
 - \$100 for up to 5 hours
 - \$25 for alcohol permit fee (if applicable)

OHIO TOWNSHIP COMMUNITY PARK FACILITY 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:** Rentals are based on a first-come, first-served basis. The signing of the Rental Agreement and payment of the required fees guarantees the reservation of the date of the event as set forth in the Rental Agreement. Deposit checks are payable and mailed to Ohio Township, 1719 Roosevelt Road, Pittsburgh, PA 15237. Rentals can be booked up to 8 months in advance for Ohio Township residents, and 6 months in advance for nonresidents for the following calendar year. The reservation/security deposit must be received within two (2) weeks of reserving the date or the date is forfeited.
- Section 2: Rental Fees:** See the Information and Fee Schedule included with the Rental Packet. Ohio Township 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: Final Rental Payment:** The balance of the rental fee pursuant to the Rental Policy is due no less than one (1) month prior to the event.
- Section 4: Damage Deposit:** A damage deposit must be submitted with the completed and signed rental packet. This must be a separate check from the rental fee. The date on the damage deposit should be the date of event. 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 township, 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 entire amount of the damage deposit.
- Section 5: NSF Check Return Policy:** Individuals who submit an NSF check will be contacted and requested to make prompt payments in cash. In addition to the payment, a \$40 service charge 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 1 MONTH before scheduled event
The township will refund the Renter ½ of the rental deposit.

Written Cancellation – LESS THAN 1 MONTH before scheduled event
No refund will be made unless the township is able to rent the facility on the same date AND for the same rental fee. In the event the township can rent the facility on the same date AND for the same rental fee, the township will refund the Renter the total rental fee paid to the township, less the Rental Deposit Fee. Cancellation of a weekday event must be made at least a week in advance of the scheduled event date.
- Section 7: Nature of the Event and Activity:** Ohio Township reserves the right to limit the nature of activity on the park premises. Any activity beyond the approved event will be evicted from the facility.
- Section 8: Use of Township's Name and/or Logo:** Use of the Township's name and/or logo in the promotion of any event, including those events which an entity may hold at the Nature Center or Pavilion, is strictly prohibited without consent. The Township 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 9:* **Facility Rental:** Refer to Information and Fee Schedule for use of items included in rental fee.
- Section 10:* **Licensee:** Renter, and his/her guests, invitees and members stand as licensees in respect to the township.
- 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, animal handlers, video game trailers, chain saw carver, etc. must use a third-party vendor in compliance with this Rider. Ohio Township reserves the right to determine whether a third-party contractor will need to provide an insurance certificate prior to participating in any event on township ground.
- Section 12:* **Conduct of Guests:** Renter agrees to conduct the event in an orderly manner in full compliance of these policies, rules, and regulations of the township. The Renter is solely responsible for his/her invitees, and members, and their compliance with these policies, rules, and regulations of the township. The township reserves the right to expel any Renter from the park if these policies, rules, and regulations of the township 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 his/her guests, invitees and members must adhere to the posted room capacity/maximum occupancy limits. The maximum occupancy limit for the Nature Center is 85 people.
- Section 14:* **Smoking: SMOKING is NOT** permitted in the Nature Center. All discarded cigarettes, cigars, or cleaning of pipes must be fully extinguished and placed in a safe container designed for that purpose outside of the building. Smoking is also prohibited on the Ohio Township Community Park grounds. If an individual attending your event is smoking, please have them dispose of the cigarette butt immediately in the designated container near the entrance of the Nature Center.
- Section 15:* **Parking:** All vehicles **must** park in designated lots. In compliance with ADA federal regulations, handicapped parking is available near all facilities. Vehicles are not permitted on the Nature Center pathway, or on any other park walkway or grassy area. Driving a vehicle on the walkway past the Nature Center parking lot will result in a loss of your security deposit.
- Section 16:* **Deliveries:** Deliveries to the Nature Center will be permitted for purposes of dropping off or picking up only unless written permission is granted by a designated representative of the township.
- Section 17:* **Food Service / Caterer:** The Renter of the Nature Center will have full use of the kitchen. The cleaning of the kitchen is the Renter’s responsibility. Any food or catering service can be used for events.
- Section 18:* **Alcohol:** A permit fee is an additional charge if alcoholic beverages are served at an event. The cost is \$25.00. The Renter is solely responsible and legally liable for serving alcohol to his/her invitees and guests in connection with the event and is subject to the provisions of **Section 11** above. The dispensing of alcoholic beverages is limited to 5 hours and is strictly forbidden during the last hour. All alcoholic beverages must be consumed inside the facility rented (i.e.,

Nature Center or Pavilion). Alcoholic beverages consumed in any other area of the park grounds will subject the Renter and individual violator to fines and penalties as prescribed in the Ohio Township Code or in applicable State Statutes. Violators will be fully prosecuted. Renter 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 individual who consumes alcohol must be 21 years of age or older. Beer trucks for rentals are not permitted on park property.

- Section 19:* **Children Attending Events:** Adult supervision, by the Renter, of all children in attendance at Events is required at all times.
- Section 20:* **Decorations and Signage: No helium filled balloons (of any kind) are permitted. Confetti and glitter are not permitted** in the Nature Center or Pavilion at any time. Use of unusual decorations must be approved by the township. Tape is permitted to secure tablecloths and can be used on walls (do not use duct tape or electrical tape, or anything that will leave a residue). Candles must be enclosed. If your group's function requires signage, it must be approved by a designated representative of the township. All decorations and signage around the park must be removed immediately following the event.
- Section 21:* **Renter Admissions Fees:** The Renter is strictly prohibited from collecting an admission fee for any purpose on the premises. If the Township finds that money is charged to attend your function, you will forfeit your date of rental, and your permit will be terminated. Any money 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 22:* **Extra Provisions:** Additional chairs, tables, tents, equipment etc. must be discussed and approved in writing prior to the Event by a designated representative of the township.
- Section 23:* **Litter Provisions:** Litter, including without limitation, the throwing of confetti, artificial petals, glitter, rice, or releasing helium balloons/sky lanterns is strictly prohibited.
- Section 24:* **Photography:** Ohio Township reserves the right to photograph events for promotional purposes.
- Section 25:* **Open Flames:** Open flames such as campfires are not permitted in the park. Grills are to be used in designated areas only.
- Section 26:* **Reservation:** The Township 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 27:* **Indemnification Form:** Please refer to the enclosed Rental Application. Sign and return the fee deposit to secure your reservation.
- Section 28:* **Additional setup time:** If the renter requests additional setup time prior to the event, Ohio Township reserves the right to charge a fee for the extra setup time. Hours, if available, must be discussed and approved by a designated representative of the township. Hours will be determined based on the availability of the township representative. A fee of \$45 per each additional hour of setup will be charged for Nature Center rentals, and \$30 for large pavilion rentals, and payment must be submitted in advance. Ohio Township assumes no responsibility and shall not be liable for any damage or loss of items brought into and left at the facility.

ORDINANCE 268
OHIO TOWNSHIP COMMUNITY PARK
USE OF PARKS AND PARKLAND RULES AND REGULATIONS

The following rules and regulations govern the use of all Ohio Township Parks and Parkland:

1. Groups of 10 or more people shall not use a facility for any purpose without first obtaining a permit from Ohio Township. The signed rental agreement serves as a permit for planned activity.
2. All parks and parkland of Ohio Township shall be open daily to the public between sunrise and sunset. No person, other than authorized employees of Ohio Township shall be in any park area from sunset to sunrise, unless participating in an approved event.
3. No person shall injure, deface, remove, cut, or damage any of the trees, plants, shrubs, turf, buildings, structures, or fixtures therein or any other property of Ohio Township located within a park area.
4. Equipment shall not be left in such a location as to inhibit the use of a playing field or create a safety hazard.
5. No person shall dispose of any litter on park grounds. Excess litter shall be removed by the user of the park.
6. No person shall injure, destroy, deface, or remove any notice, rule, or regulation posted at any place within any park area.
7. No person shall bring any alcoholic beverage into any park area either for his/her own use or for the use of any other person. The only exception for use or possession of alcohol is stated within the signed rental agreement accompanied by an alcohol permit in conjunction with a rental facility.
8. Beverages in glass bottles are prohibited in park areas.
9. Apart from Ohio Township equipment, motorized vehicles are not permitted on park grounds that are not designated as parking areas or roadways.
10. Gambling or games of chance, drunkenness, disorderly, or indecent conduct and profanity or offensive language is prohibited.
11. No person shall wash, clean, polish, grease, lubricate, or otherwise make repairs to any motor vehicle in any park area, except when emergency repairs of a minor nature are needed.
12. Playing fields shall not be used for contact sports such as football, rugby, or soccer when the ground is wet, and the turf may be damaged.
13. Horseback riding is prohibited in any area of the park, including trails and roadways.
14. People holding picnics shall clean up and place all waste, paper, and other refuse in receptacles provided for that purpose.
15. Permits for the use of park buildings, shelters, fields, or areas are hereby required and may be obtained only by an individual over 21 years of age.

16. Grass areas shall not be used for roadways, parking, or for other purposes, which may injure or destroy the turf or landscaping except when authorized by Ohio Township for special events.
17. Buildings, fences, fountains, statuary, benches, signs, or other structures shall not be damaged or defaced in any way.
18. Pets are **NOT** permitted in any park area.
19. Fires may not be built or allowed anywhere in the park other than in grilles or stoves provided for that purpose and must be extinguished before leaving. No person shall throw away or discard any lighted match, cigar, or cigarette in the park.
20. Peddlers, picnic, parties, or any other person shall not sell or offer for sale any article or service for hire within the limits of any park or set-up therein any stand or booth for such purpose or distribute or display handbills, cards, or advertisements of any nature what-so-ever unless duly authorized to do so by written permission from Ohio Township.
21. Games, contests, or sports are permitted only in areas designated for such use and in no case shall be used by permitted in areas where lawns or planting may be injured or where such games or contests may interfere with park regulations.
22. Moving picnic tables or other park equipment is prohibited.
23. Activities of nature not permitted by these regulations may be engaged in only by special permit issued by the Ohio Township Recreation Committee or Recreation Director upon written application therefore and under the conditions specified in such special permit.
24. Camping is not permitted in any area of the park, except by authorized permit.
25. Charging a fee for teaching skills and/or giving instructions in any of the Ohio Township parks, play centers or athletic fields by individuals and/or groups may be undertaken after obtaining a permit from Ohio Township for that purpose.
26. Archery and firearms of any nature including air guns, and projectile instruments of any type including BB guns and paint ball guns are prohibited from use within any park area.
27. Anyone using the parks or parkland shall observe all posted parking restrictions. Any activity generating parking in excess of what is available onsite must make alternate parking/busing/carpooling arrangements. Ohio Township reserves the right to preclude the simultaneous use of park facilities when it is felt that such dual use might create parking or other problems. Groups having a valid use permit shall have priority over any group not having a permit.
28. It is prohibited to throw, discharge, or otherwise place in the water of any fountain, pond, lake, stream, or other body of water in or adjacent to any Ohio Township Park. This also applies to any tributary, stream, storm sewer, or drainage flowing into such waters, any substance, matter or thing, liquid or solid, which will or may result in the pollution of said water.
29. It is prohibited to bring in or dump, deposit or leave any bottles, broken glass, ashes, paper, boxes, cans, dirt, rubbish, waste, garbage, refuse, or other trash on any park land.
30. Permits to reserve Ohio Township Recreational Facilities will be issued on a first-come first-serve basis. Applications must be made on forms provided by Ohio Township. The issuance of any such permit is

conditioned upon strict adherence to these Rules and Regulations and any violation hereof shall be cause for revoking the permit. Ohio Township also reserves the right to refuse to issue a permit or to revoke a permit without cause.

31. Changes to the park of any type including but not limited to construction, installation, painting, or landscaping must be approved by the Ohio Township Recreation Committee. Storage for athletic equipment or any such related supplies will be prohibited for any area of the park. A written request and drawing detailing the change must be submitted.
32. The use of all public address systems, radios, stereos, and any other sound amplification device shall be used in a manner consistent with Ohio Township's Noise Ordinance 210 except for approved events.
33. Any person, partnership, or corporation violating any provision on these Rules and Regulations shall be deemed as a summary offense, punishable by a fine of up to \$300.00, and/or up to 90 days incarceration.

DIRECTIONS TO OHIO TOWNSHIP COMMUNITY PARK



325 Nicholson Road, Sewickley, PA 15143

FROM THE NORTH:

Take I-79 South to Exit 68 (Mt. Nebo Road). Turn left onto Mt. Nebo Road. Travel up the hill and turn left onto Nicholson Road. Go approximately ¼ mile to park entrance on the left.

FROM THE SOUTH:

Take I-79 North to Exit 68 (Mt. Nebo Road). Turn right onto Mt. Nebo Road. Travel up the hill and turn left on Nicholson Road. Go approximately ¼ mile to park entrance on the left.

FROM PITTSBURGH:

Follow I-279 North to the Camp Horne Road Exit. Bear right at the bottom of the ramp onto Lowries Run Road. Turn left at the first light onto Mt. Nebo Road. Travel approximately 2 ¾ miles until you reach Nicholson Road. Make a right onto Nicholson Road. Go approximately ¼ mile to park entrance on the left.

FROM THE EAST AND WEST:

Follow the best route to I-79 or I-279 and follow the directions above.

PLEASE NOTE: *The main park entrance is located on Nicholson Road. Some GPS Apps will lead to a gated park entrance on Red Mud Hollow Road that is locked. Entrance to the park is accessible via Nicholson Road.*