

- All outside agencies/individuals must submit a rental form/agreement and payment prior to reserving a date & time
- Any individual and or group using Park grounds to conduct a class or event, **MUST** rent the area/facility for liability coverage

REQUEST USE FORM

PLEASE KEEP THIS FORM ON THE RULES AND REGULATIONS FOR BUILDING USE

1. FEE REQUIREMENTS:

- A. See fee schedule for appropriate rental fees.
- B. Payment must be received at time of registration.

2. PROHIBITED ACTIVITIES:

****Violations of these prohibited activities could result in future loss of privilege of renting our facilities, any charges incurred as a result of violating rules, which includes but is not limited to; damage to facility, any cost incurred due to negligence or disregard to the following activities:**

- A. **Absolutely NO ALCOHOLIC BEVERAGES in the building or on the grounds.**
- B. **NO SMOKING in the building.**
- C. **NO DISORDERLY CONDUCT requiring emergency control.**
- D. **NO DISTURBANCE OF SYSTEMS:**
 - 1. **Fire Control**
 - 2. **Smoke Control**
 - 3. **Security System**
 - 4. **Electric System**
- E. **NO PHYSICAL DAMAGE to the building and contents or loss of accommodations.**
- F. **Use of additional rooms, without renting and/or knowledge of the office personnel.**

3. USER POLICY:

- A. A contract **MUST BE SIGNED** by the executive leasing officer of the leasing agency or in the case of a private individual rental, by the person renting the building.
- B. **ALL REQUIRED FEES & DEPOSIT** must be paid at the time of signing. We will not hold a date until the rental fee and deposit is paid.
- C. Hours of rental agreement 7am-10pm
- D. Any outside agency renting the facility **MUST** provide the Park with a certificate of liability or insurance in the amount of \$1,000,000

4. KEY:

- A. The key to the Recreation building must be picked up prior to the day of the event. Every effort will be made to contact you as a reminder, but it is your responsibility to contact the

Park office and make arrangements to pick up the key.
Keys must be picked up Monday through Friday, between
the hours of 7:30 a.m.-3:30 p.m.

B. The key is to be deposited into the drop box, located in the main office door.

5. BUILDING:

A. All children MUST be supervised in the restrooms. Children
are to be supervised by Adults/Parents at ALL TIMES!

B. When renting the facility, you DO NOT have access to the toys and play equipment.

C. **ALL GARBAGE MUST be removed from the containers and
deposited in the dumpster, located by the maintenance
building (behind the office building).**

D. Kitchen must be clean. Remember to take all containers,
food, etc. with you.

E. Any broken or damaged items must be identified in writing and left in the room or a call to
the Park office must be
made concerning these matters.

F. Report all plumbing problems with toilets, sinks, etc, to the director/ maintenance
immediately.

G. Only those individuals by the sponsoring organization or
invitees shall be permitted in the building.

H. Individuals must remain in rented areas ONLY! No other room is to be used unless
rented.

I. Turn off ALL lights and heat before leaving the building.

J. LOCK AND SECURE BUILDING and deposit key as
instructed by 4-B above.

6. WEEKDAY RENTALS:

Rental of Recreation center is limited on weekdays, please
check with the Park Administration for availability.

7. MISCELLANEOUS

**A. The user agency and the individuals participating in the
program sponsored by the User Agency at the Slippery
Rock Area Parks & Recreation do hereby agree to
indemnify and hold harmless from any liability
whatsoever arising from the use of the Slippery Rock
Area Parks & Recreation, the S. R. Area Parks &
Recreation Board, its individual members and the
Borough of Slippery Rock.**

B. Any Party wanting to charge admission to their function must provide proof of a
million dollar insurance policy. The Party will not be permitted to charge if this proof of
insurance is not provided.

**ANY VIOLATION OF THE ABOVE RULES RESULTS IN THE FORFEIT OF YOUR
DEPOSIT!**

If you have an emergency while you are renting the facility, please contact the Park Director at
dzeronas@srpark.org All other questions should be directed to the Park office personnel during
regular business hours, Monday-Friday, 7:30-3:30PM 724-794-8180

OUTSIDE EVENT RENTAL

Any outside agency wishing to use the Park for a Special Event, must submit a business proposal to the Park Board of Directors 2 months prior to the event. The agency **MUST** submit a copy of their liability coverage with Slippery Rock Area Parks & Recreation, Slippery Rock Borough, Slippery Rock School District & Slippery Rock Township as additionally insured. Policy must have a minimum of \$1,000,000 Each Occurrence and a \$2,000,000 General Aggregate. Depending on event, Port-A- Johns, security, & Park personnel may be required for this event. The outside agency is responsible for all additional costs incurred.

Signature of Rental Party: _____

Date: _____