COUNTY COMMISSIONERS
Charles W. Anderson
R. Tyler Courtney
Ted Kopas

WESTMORELAND COUNTY
Parks & Recreation

Greg McCloskey
Director, Public Works

SPECIAL USE & EQUIPMENT RENTAL RULES & INSTRUCTIONS

1. **Permits & Equipment can be obtained by completing this application. Activities and equipment are listed on the back.**
2. A check or money order in the proper amount must accompany your application.
3. A $25 fee will be imposed on all checks returned for non-sufficient funds.
4. **NO REFUNDS WILL BE GIVEN FOR CANCELLATIONS**.

Please send a **SELF-ADDRESSED, STAMPED ENVELOPE** or provide an **EMAIL ADDRESS** for the return of your permit.

Return the completed application & payment with check(s) made payable to
Westmoreland County
Special Use & Equipment Permit
194 Donohoe Road
Greensburg, PA 15601

See back of form for Rental Fees

All inquiries must be directed to: (724) 830-3953, 8:30 a.m. to 4:00 p.m. Monday through Friday.

The permittee is bound by all Westmoreland County Parks and Recreation Rules and Ordinances as though the same were inserted herein. The permittee hereby agrees to hold the County harmless for any and all claims for damages, injuries to persons or property resulting from the violations of any aforementioned rules, regulations or ordinances and will be responsible for the groups behavior and actions.

REVISED 8/2013

SPECIAL USE & EQUIPMENT RENTAL APPLICATION

(RETURN THIS PORTION ONLY)

Description of Function:_____

Name of Permittee: _____

Address:_____City:_____)_____State:_____Zip:_____

Phone: Home:_____Other:_____

Email:_____

Special Use Activity & Equipment (list all requesting): _____

_____

I have already made my facility reservation at:
Park: (Circle One) **Northmoreland** **Twin Lakes** **Mammoth** **Cedar Creek**

Pavilion/Facility:_____Event Date:_____

I have read and I understand the Special Use & Equipment Rental Rules & Instructions.

SIGNATURE: _____ DATE: _____

(All unsigned applications will be returned unprocessed)

SPECIAL USE FEE SCHEDULE

ACTIVITY PERMITS	COUNTY FEE	NON-COUNTY FEE	CERTIFICATE OF INSURANCE REQUIRED
Music, DJ, Band, Speaker System, and other comparable uses	$10	$20	No
Food or Drink Trailer, Beer Trailer	$10	$20	No
Oversize Grill, Pig Roast	$10	$20	No
Port-A-John Permit	$10	$20	No
Inflatable Amusements (moon walk, bounce houses) Certificate of Insurance MUST accompany application in order to be processed.	$20	$40	YES
Tent/ Canopy 20′ X 20′ or smaller	$10	$20	No
B M X Racing (Annual) Certificate of Insurance MUST accompany application in order to be processed.	$20	$40	YES
Metal Detecting (Annual)	$20	$40	No
RV Parking Overnight	$10	$20	No
Stargazing (Annual)	$20	$40	No

- **Please note that Westmoreland County Parks and Recreation DOES NOT SUPPLY any of the "Special Use" items listed above. The renter must make all arrangements to secure these items; the Permit is giving you the permission to do so.**
- ANNUAL PERMITS are available on a calendar basis from January through December.
- CERTIFICATES OF INSURANCE must accompany Inflatable Amusement and BMX Racing applications in order to be processed. Certificates must be in the amount of **$1 million** with **Westmoreland County named as the certificate holder;** no exceptions will be made. A new certificate must be presented for each event date. Please call the office for questions/concerns 724-830-3953.
- Walk-a-Thons, Bike-a-Thons, Dog Shows or any other major public event require a **Special Event Application**. **These events are subject to approval.** Please contact the office at 724-830-3953 to secure an application.

SPORTS EQUIPMENT FEE SCHEDULE

for rental at Northmoreland, Twin Lakes, Cedar Creek and Mammoth Parks available from

May 1 to October 15

EQUIPMENT	RENTAL FEE	EQUIPMENT CHARGE Damaged or Non-returned
Boccie	$5.00/day	$75 per Set
Shuffleboard	$5.00/day	$60 per Set $10 per Stick $5 per Puck
Volleyball & Net	$5.00/day	$15 Volleyball $35 Net
Horseshoes	$5.00/day	$45 per Set

RENTAL PROCEDURES

ALL PARKS: Equipment can be rented with your online pavilion reservation or by contacting the Public Works Office at 724-830-3953. Your rented equipment will be at your pavilion on the day of the rental. Equipment must be returned in the box provided at your pavilion, or if you are renting a pavilion with a kitchen, must be left in the kitchen at the end of the day.

Equipment is available only at certain pavilions.
Please visit our website www.co.westmoreland.pa.us/parks or call 724-830-3953 for availability.

RENTERS WILL BE BILLED FOR EQUIPMENT THAT IS DAMAGED OR NOT RETURNED ACCORDING TO THE FEE SCHEDULE ABOVE.