

COUNTY COMMISSIONERS

Gina Cerilli
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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 department rules and ordinances as though the same were inserted herein. To view the Westmoreland County Park Ordinances visit the link on our homepage at www.co.westmoreland.pa.us. The Permittee hereby agrees to hold the County harmless for any and all claims or damages or injuries to persons or property resulting from the violations of any aforementioned rules, regulations or ordinances and will be responsible for the group's behavior and/or actions.

The Pennsylvania Act 179 of 1988 "The Volunteer-In-Public Service Negligence Standard Act" protects both volunteers and organizations from law suit and civil damages when providing recreational services.

REVISED 4/2017

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 and Grill over 36"	\$10	\$20	No
Port-A-John Permit	\$10	\$20	No
Photography (upon approval)	\$10	\$20	No
Inflatable Amusements Certificate of Insurance MUST accompany application in order to be processed.	\$20	\$40	YES
Tent/ Canopy 20' X 20' or smaller	\$10	\$20	No
Tent/Canopy larger than 20'x20'	\$20	\$40	No
Metal Detecting (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	COUNTY RENTAL FEE	NON-COUNTY RENTAL FEE	EQUIPMENT CHARGE Damaged or Non-returned
Boccie	\$5.00/day	10.00/day	\$75 per Set
Shuffleboard	\$5.00/day	10.00/day	\$60 per Set \$10 per Stick \$5 per Puck
Volleyball & Net	\$5.00/day	10.00/day	\$15 Volleyball \$35 Net
Horseshoes	\$5.00/day	10.00/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.**