





# Brentwood Borough Use of Facility Application & Permit

Borough Building    Civic Center    Community Room

This Agreement Grants \_\_\_\_\_  
Name of Resident or Organization

Resident/Borough Organization    Non-Resident    Borough Not-for-Profit Organization  
 Borough Recognized Organization    Brentwood Borough School District

- The use of the above checked Borough Facility for (**must enter event or activity**): \_\_\_\_\_
- Scheduled for the following Date(s) for which permit is being requested: \_\_\_\_\_
- Anticipated attendance at the event: \_\_\_\_\_ Number of those attending the event under the age of 18: \_\_\_\_\_
- Number of chaperones: (Refer to § 155-3 – AA for other criteria) \_\_\_\_\_
- Base Rental Rate [3 Hours]: (Resident)  \$100.00 (Non-Resident)  \$150.00  Exempt = \$ \_\_\_\_\_
- Each Additional Hour: (Resident)  \$50.00 (Non-Resident)  \$75.00  Exempt  
x Total Additional Hours \_\_\_\_\_ = \$ \_\_\_\_\_
- Beginning Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_ Total Hours \_\_\_\_\_
- Alcohol Permit: (\$100) (CIVIC CENTER & COMMUNITY ROOM ONLY)  Yes  No = \$ \_\_\_\_\_
- Borough Staff  
Number of staff members \_\_\_\_\_ x hours \_\_\_\_\_ = \_\_\_\_\_ x Applicable Rate = \$ \_\_\_\_\_
- Total Rental Fee Due: = \$ \_\_\_\_\_

*Rental fee is due ten (10) days prior to first date of use. Please review the fee schedule.  
A separate refundable Security Deposit of \$150.00 is due when facility application is submitted.  
Photo ID and a separate payment of \$100.00 is required at the time of application for an alcohol permit.*

Permittee (Signature): \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Permittee (Please Print): \_\_\_\_\_

Address: \_\_\_\_\_

Phone #'s: Home: \_\_\_\_\_ Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_

By signing above, I (we) confirm that I (we) have read and fully understand the Parks and Recreation Facility Rental Policy in particular §155-3 General Rules and Regulations. I (we) understand that this form is a rental request therefore the availability, time and date will not be confirmed until a Brentwood Borough staff member approves the request. A copy of the permit will be e-mailed to you. **NOTE:** Upon issuance of this permit, the person whose signature appears above shall be considered the **PERMITTEE** whose presence or presence of authorized representative shall be necessary during the entire event to validate this permit; this permit is not transferable. The **PERMITTEE** must be present during the entire event if an Alcohol Permit has been issued.

<b>FOR OFFICIAL USE ONLY</b>	<input type="checkbox"/> <b>Completed Application</b>	<input type="checkbox"/> <b>Required Documents</b>
<b>Security Deposit Paid: \$</b> _____	<input type="checkbox"/> <b>e-pay Auth. #</b> _____	<input type="checkbox"/> <b>Check #</b> _____ <b>Bank:</b> _____
	<input type="checkbox"/> <b>Other Payment Method</b> _____	<input type="checkbox"/> <b>Fee Exempt</b>
<b>Alcohol Permit Paid: \$</b> _____	<input type="checkbox"/> <b>e-pay Auth. #</b> _____	<input type="checkbox"/> <b>Check #</b> _____ <b>Bank:</b> _____
	<input type="checkbox"/> <b>Other Payment Method</b> _____	<input type="checkbox"/> <b>Fee Exempt</b>
<b>Received By:</b> _____	<b>Date:</b> _____	
	<i>Employee Signature</i>	
<b>Permit approved by:</b> _____	<b>Date:</b> _____	
	<i>Recreation Director</i>	
<b>Rental Fee Paid: \$</b> _____	<input type="checkbox"/> <b>e-pay Auth. #</b> _____	<input type="checkbox"/> <b>Check #</b> _____ <b>Bank:</b> _____
	<input type="checkbox"/> <b>Other Payment Method</b> _____	<input type="checkbox"/> <b>Fee Exempt</b>





# Brentwood Borough Use of Facility Application & Permit

Pavilion 1 (BPI Pavilion)  Pavilion 2  Swimming Pool

This Agreement Grants \_\_\_\_\_  
Name of Resident or Organization

Resident/Borough Organization  Non-Resident  Borough Not-for-Profit Organization  
 Borough Recognized Organization  Brentwood Borough School District

1. The use of the above checked Borough Facility for **(must enter event or activity)**: \_\_\_\_\_
2. Scheduled for the following Date(s) for which permit is being requested: \_\_\_\_\_
3. Anticipated attendance at the event: \_\_\_\_\_ Number of those attending the event under the age of 18: \_\_\_\_\_
4. Number of chaperones: (Refer to § 155-3 – AA for other criteria) \_\_\_\_\_
5. Pool Rental Rate [2 Hours]: (Resident) \$200.00 (Non-Resident) \$400.00 Exempt = \$ \_\_\_\_\_
6. Pavilion Rental Rate [5 Hours]: (Resident) \$20.00 (Non-Resident) \$40.00 Exempt = \$ \_\_\_\_\_
7. Beginning Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_
8. Borough Staff  
Number of staff members \_\_\_\_\_ x hours \_\_\_\_\_ = \_\_\_\_\_ x Applicable Rate = \$ \_\_\_\_\_
9. Total Rental Fee Due: \_\_\_\_\_ = \$ \_\_\_\_\_

*Rental fee is due ten (10) days prior to first date of use. Please review the fee schedule.  
Swimming Pool rental requires a separate refundable Security Deposit of \$150.00 that is due when application is submitted.*

Permittee (Signature): \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Permittee (Please Print): \_\_\_\_\_

Address: \_\_\_\_\_

Phone #'s: Home: \_\_\_\_\_ Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_

By signing above, I (we) confirm that I (we) have read and fully understand the Parks and Recreation Facility Rental Policy in particular §155-3 General Rules and Regulations. I (we) understand that this form is a rental request therefore the availability, time and date will not be confirmed until a Brentwood Borough staff member approves the request. A copy of the permit will be e-mailed to you.

**NOTE:** Upon issuance of this permit, the person whose signature appears above shall be considered the **PERMITTEE** whose presence or presence of authorized representative shall be necessary to validate this permit; this permit is not transferable.

<b>FOR OFFICIAL USE ONLY</b>	<input type="checkbox"/> <b>Completed Application</b>	<input type="checkbox"/> <b>Required Documents</b>
<b>Security Deposit Paid: \$</b> _____	<input type="checkbox"/> <b>e-pay Auth. #</b> _____	<input type="checkbox"/> <b>Check #</b> _____ <b>Bank:</b> _____
	<input type="checkbox"/> <b>Other Payment Method</b> _____	<input type="checkbox"/> <b>Fee Exempt</b>
<b>Received By:</b> _____	<i>Employee Signature</i>	<b>Date:</b> _____
<b>Permit approved by:</b> _____	<i>Recreation Director</i>	<b>Date:</b> _____
<b>Rental Fee Paid: \$</b> _____	<input type="checkbox"/> <b>e-pay Auth. #</b> _____	<input type="checkbox"/> <b>Check #</b> _____ <b>Bank:</b> _____
	<input type="checkbox"/> <b>Other Payment Method</b> _____	<input type="checkbox"/> <b>Fee Exempt</b>



## Brentwood Borough Use of Facility Hold Harmless Agreement

**Current Date:** \_\_\_\_\_ **Facility:** \_\_\_\_\_

**Date(s) of Event:** \_\_\_\_\_

It is hereby understood and agreed that the Borough of Brentwood will make available public parks, recreation areas, and structures or other facilities owned and maintained by said Borough, and that I/we, the undersigned, acting on behalf of all participants, hold harmless the Borough of Brentwood, its officials, agents, employees and volunteers, from and against all claims for injuries to our program participants or invited spectators resulting from the authorized use of these Borough facilities.

It is understood that I/we accept this condition in return for use of the public parks, recreational areas, structures or other facilities on the days and times made available according to the Borough Manager.

All participants should be notified that the Borough would not be responsible for injuries except as defined under the Political Subdivision Tort Claims 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 the Borough of Brentwood, will be responsible for expenses for medical treatment resulting from participation in any program/activity for which we have requested this authorization.

In addition, no alcoholic beverages of any kind are permitted on premises expect with a valid Brentwood Borough Alcohol Permit. Any permit holder found in violation will be asked to vacate the premises.

\_\_\_\_\_  
Name of Permittee (please print)

\_\_\_\_\_  
Permittee Signature

\_\_\_\_\_  
Recreation Director Signature



### Brentwood Borough Use of Facility Security Deposit Refund Form

Date: \_\_\_\_\_  
Current Date

I (we) \_\_\_\_\_ request a refund of the security deposit of \$150.00  
Name of Permittee

that was paid for the rental of the \_\_\_\_\_ on \_\_\_\_\_  
Name of Facility Date of Rental

Make security deposit refund check payable to: \_\_\_\_\_  
Permittee

And mail to: \_\_\_\_\_  
Name

\_\_\_\_\_  
Address/P.O. Box

\_\_\_\_\_  
City, State, Zip

I (we) understand that I the refund will be processed within 4-6 weeks following the receipt of this form and any facility keys issued (if applicable).

Signature of Permittee: \_\_\_\_\_

**For Official Use Only:**

**Completed Security Deposit Refund Form:**  Yes  No

**Return of Keys Issued (If Applicable):**  Yes  No  N/A

**Received By:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Employee Signature

**For Official Use Only:**

**Amount of Security Deposit Refund to be withheld:** \$ \_\_\_\_\_ **Reason:** \_\_\_\_\_

**Amount of Security Deposit Refund to be issued:** \$ \_\_\_\_\_

**Authorized By:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Recreation Director Signature



# BOROUGH OF BRENTWOOD

## CHAPTER 155

### Parks and Recreation Facility Rental Policy

#### § 155-1 Purpose and Objective.

The Borough Council of the Borough of Brentwood, following due investigation, deems it appropriate to establish rules and regulations governing the use of the Brentwood Borough Facilities including but not limited to: Borough Building, Civic Center, Community Room, Ball Fields, Basketball Court, Dek Hockey Rink, Stadium Field, Swimming Pool, Tennis Court, Track, Pavilions; and the Brentwood Borough Park in order to provide for the health, safety and welfare of recreational users of those facilities.

#### § 155-2 Definitions.

- A. *Borough Not-for-Profit Organization* is defined as any group or organization that pertains to the Borough of Brentwood citizen's affairs and must be a duly registered 501(c). The group or team must be comprised of 51% or more Brentwood residents and has a primary address in Brentwood. (To qualify, a listing of the group's members with residency, and a 501(c) determination letter must be provided).
1. Annually, it is required that organizations and teams conduct background checks in compliance with Pennsylvania Act 153 of 2014 and subsequent changes on all volunteers and paid employees 14 years of age or older within their association who have contact with children and present to Brentwood Borough a notarized affidavit stating that all volunteers and paid employees within their association meet their clearance requirements.
- B. *Borough Organization* is defined as any group organization or team that pertains to the Borough of Brentwood citizen's affairs. The group or team must be comprised of 51% or more Brentwood residents and has a primary address in Brentwood. (To qualify, a listing of the group's/organization's members with residency must be provided.)
1. Annually, it is required that organizations and teams conduct background checks in compliance with Pennsylvania Act 153 of 2014 and subsequent changes on all volunteers and paid employees 14 years of age or older within their association who have contact with children and present to Brentwood Borough a notarized affidavit stating that all volunteers and paid employees within their association meet their clearance requirements.

- C. *Borough Resident* is defined as an individual that has a permanent address located in the Borough of Brentwood.
1. Annually, it is required that organizations and teams conduct background checks in compliance with Pennsylvania Act 153 of 2014 and subsequent changes on all volunteers and paid employees 14 years of age or older within their association who have contact with children and present to Brentwood Borough a notarized affidavit stating that all volunteers and paid employees within their association meet their clearance requirements.
- D. *Recognized Borough Organization* is defined as any 501(c)(3) group that complies with Borough Not-for-Profit Organization and Borough Organization guidelines (stated above) and **completes the following steps:**
1. On a seasonal basis, organizations attend a field user meeting for their respective season and keep on file with Brentwood Borough the following information:
    - a. President, Vice President, Executive Director and a contact person for general registration including name, title, address, home and work numbers and email addresses
    - b. A copy of the organization's bylaws, a statement of the organization's philosophy, goals, age range, and skill levels the organization is offering (these are needed only once, or as changes are made in the program or requested by the Borough)
  2. The organization is required annually to provide \$1 million in general liability insurance, listing Brentwood Borough as additional insured. A copy of this policy or certificate of insurance must be on file with Brentwood Borough.
  3. On a seasonal basis, the organization must present to the Borough a Roster Form with each participant's name, age, address and respective sport at the time they submit their permit application, along with a signed and notarized affidavit stating that the information is true and accurate. This is required to confirm Borough Organization Status (see section 155-2 of Borough Facility Rental Policy). (NOTE: The Borough may not retain this information other than the affidavit.)
  4. Annually, it is required that organizations and teams conduct background checks in compliance with Pennsylvania Act 153 of 2014 and subsequent changes on all volunteers and paid employees 14 years of age or older within their association who have contact with children and present to Brentwood Borough a notarized affidavit stating that all volunteers and paid employees within their association meet their clearance requirements.
  5. Organizations are encouraged to demonstrate willingness to cooperate with Brentwood Borough and with each other when and if scheduling issues arise.
  6. Failure to follow these guidelines may result in revocation or suspension of recognized status.

- E. *Seasons:*
1. Spring/Summer: April 1- July 31
  2. Fall: August 1- November 30
  3. Winter: December 1 – March 31
- F. *Permit Effective Date* is defined as the time frame that a permit is effective to use for the designated field or recreation area. The dates can overlap no more than 10 days.
- G. *Rent/Deposit Exemption.* Recognized Borough Organizations and/or Governmental agencies (Federal, State, County, Non-Profit International Organizations, School District) whose focus is to benefit the local community shall be exempt from having to pay the rent and deposit specified herein for all Borough Facilities identified in this policy, but such renters shall otherwise be required to comply with all the other terms and conditions of this policy. Residency requirements for Government agencies and Non-Profit International Organizations may be waived by the Borough.
- H. *Private/Function* is defined as any group function not open to the public that does not charge any type of fee or admission for the event. The individual responsible for the reservation and rental resides in Brentwood. Proof of residency is required.
- I. *Non-Resident* is defined as any group or individual who does not have a permanent address located in the Borough of Brentwood.
- J. *Personal Care Assistant (PCA)* , commonly known as caregiver, personal care attendant, patient care assistant, personal support worker and home care aide is a paid, employed person who helps persons who are disabled or chronically ill with their activities of daily living (ADLs) whether within or outside the home. They assist clients with personal, physical mobility and therapeutic care needs, usually as per care plans established by a rehabilitation health practitioner, social worker or other health care professional. Proof of certification is required.

**§ 155-3            General Rules and Regulations.**

The Borough of Brentwood Facilities listed in this policy will only be available for use when regularly scheduled activities are not in session. The facilities will be scheduled on a first come basis for single reservations unless otherwise indicated. The permittee identified on the permit is given exclusive use of said facility.

The following rules and regulations shall apply to but not limited to the Brentwood Borough: Borough Building, Civic Center, Community Room, Ball Fields, Basketball Court, Dek Hockey Rink, Stadium Field, Swimming Pool, Tennis Court, Track, Pavilions, and other facilities:

- A. **POSITIVELY NO ALCOHOLIC BEVERAGES or SMOKING is PERMITTED ON BOROUGH PROPERTIES.** Without first obtaining a Borough Alcohol Permit for the Civic Center or Community Room. All alcoholic beverages and alcoholic beverage containers are prohibited otherwise.

Editor's Note: See also Ch. 70, Alcoholic Beverages.

- B. Type of event such as birthday parties, wedding receptions, showers, special dinners, etc. must be clearly stated on the application.
- C. Security Deposit. A \$150.00 security deposit is required for all parties when renting/using the Borough Building, Civic Center, Community Room, ~~or~~ Dek Hockey Rink, or Swimming Pool. Money will be withheld if the renter uses additional rental time beyond the original contracted agreement and/or for circumstances such as, but not limited to, damages to windows, restroom fixtures, walls, ceiling tiles, appliances, lights, soiled carpeting, or excessive uncleanliness. Costs for damage or cleaning are based upon a the Brentwood Borough Fee Resolution per hour per staff member for labor cost plus materials. A security deposit is required from all individuals or groups.

The security deposit payment will be deposited once the rental has been confirmed. Once the completed Security Deposit Refund Form and facility key(s), when applicable, are turned in to the Administrative Office the security deposit will be refunded to the renter less any cleaning fees, damage to equipment or facilities or additional rental time beyond the original contracted agreement. The Security Deposit Request Form and keys ~~is~~ are to be turned in the first business day after the rental. Security deposits will not be processed or refunded without the form. Security deposit refunds are returned by mail within 4-6 weeks following the event and after an inspection of the facility. The refund will be in the form of a check.

- D. Cleaning Responsibility. All renters must leave the facility in an orderly, clean, and undamaged condition by the end of the rental session. All renters shall comply in all respects with the Rental Clean Up policy described herein below.
- E. The use of profanity is prohibited.
- F. Glass containers are prohibited.
- G. Animals are prohibited, except for service dogs.
- H. Smoking is prohibited.
- I. Riding of Bicycles and other riding equipment is prohibited other than authorized medical equipment.

- J. Riding of Skateboards in the park is prohibited.
- K. Use of the park and the Borough facilities and its equipment shall be at the users' own risk.
- L. Damage to or destruction of Borough facility or park property or equipment is prohibited, and restitution may be required as a result.
- M. Littering is prohibited.
- N. When there is a rate change, the former rate shall apply for anyone who has paid a deposit before the date of the rate change.
- O. Children under the age of 13 must be accompanied by an adult.
- P. Must be at least 25 years old with proper identification (PA License or Passport) to rent a Borough facility.
- Q. All facility parking shall comply with Brentwood Borough parking regulations. No Parking in the Brentwood Public Library parking lot.
- R. All fire regulations for the Borough Building, Civic Center, Community Room, and must be observed including the following:
  - 1. Keeping exits clear at all times.
  - 2. No smoke machines are permitted due to the sensitivity of the smoke alarm systems.
  - 3. No smoking.
  - 4. Room capacity/maximum occupancy.
  - 5. A person shall not use or allow to be used any open flame, burning candle or candles.
  - 6. Open flames are strictly prohibited except for birthday candles. Borough staff shall be made aware of any candles prior to the event.
- S. Report damages or abnormal conditions to the Police Department prior to your usage.
- T. Persons using the Civic Center, Community Room, or Borough Building are responsible for:
  - 1. Obtaining and returning keys to Admin Office (\$5.00 key deposit is required).
  - 2. Leaving the facility in a clean and orderly fashion for the next renter.
  - 3. Properly operating any equipment and using it for intended purposes only.
  - 4. Shutting off all lights (including restrooms) and securing facility when leaving.
  - 5. All cars being parked in the parking lot. Cars should never be parked in the Library parking lot for any of these facility rentals.
- U. Rentals must be **paid in full** no later than 10 days prior to the event. Rentals must be paid-in-full prior to picking up the key. The key must be picked up by Friday at 4:00 p.m. if the event is held Saturday, Sunday, or Monday. Earlier rental payment and key pickup will be accepted.
- V. Full Refunds will be issued for reservations canceled no later than ten (10) days prior to the scheduled date. Cancellations made less than ten (10) days prior to the event will forfeit the security deposit and full payment.

- W. All organizations and teams requesting a rental may be required to provide proof of liability insurance, in the amount of \$1 million dollars, naming the Borough of Brentwood as “Additional Insured” for the event(s).
- X. Events requiring major setup (lighting, displays, etc.) should be submitted at least one month prior to the anticipated event. A detailed description of the special event activity and setup should be included with the Facility Rental Form. Additional fees may be assessed at the rate of per the Brentwood Borough Fee Resolution per hour per staff member.
- Y. No decorations shall be displayed using tape, tacks, etc. Non-damaging “putty” etc. shall be permitted. Any desired decorations will be approved by the event staff or Recreation Director at least one week prior to the event.
- Z. Prior to and, should they so desire, after the event, the renter will accompany an authorized Borough Employee in a brief inspection of the facility. At this time any damage to the facility will be assessed. If necessary, a full or partial retention of the renter’s security deposit may be applied.
- AA. Teenage functions shall be governed by the following regulations:
- One off-duty Brentwood Borough police officer, provided at the renter’s expense, shall be present at all times during the function and until the building is cleared. However, this requirement may be waived at the discretion of the Borough Manager.
  - A responsible person (25 years of age or older) shall be required to sign the Liability Agreement guarantee against damage to the building for each group of 50 or fewer teenagers.
  - A responsible person (25 years of age or older) is required for each group of 10 teenagers to act as chaperone. Such person’s name, address, and phone number shall be required prior to the event. All chaperones must remain on-site for the duration of the event.
- BB. The Borough reserves the right to require that security be provided at the renter’s expense.
- CC. The Borough reserves the right to cancel any event in which untrue information was given and/or if the event is thought to be detrimental to the health, safety, and welfare of the citizens or to the integrity of the facilities and/or contrary to the rules and regulations governing the use of the facilities.
- DD. All activities taking place in any of the Borough Facilities shall be done in accordance with the Brentwood Borough ordinance relating to noise.
- EE. The renter, or designated representative who has reached the age of 25, must be present during the entire rental time.
- FF. Renters are only permitted to use the areas designated on the written contract or Application for the event shown. All children shall be supervised at all times and remain with the user group. Minors must remain in the rented facility room and shall not be allowed to roam unsupervised throughout the facility.

- GG. Renters are responsible for the complete setup of the tables and chairs. Tables and chairs are to be cleaned and left up for inspection. Failure to do so may result in forfeiture of deposit equal to the Brentwood Borough Fee Resolution per hour per staff member.
- HH. Renter must limit the number of guests to the amount specified on the contract or application underestimated attendance. The number of guests includes anyone included in the party such as speakers, guests, and attendees. Attendance numbers larger than those stated on the application contract may result in the event being terminated early if the Fire Chief determines that the number of guests exceeds the maximum allowed occupancy of the facility.
- II. The Borough of Brentwood shall not be responsible for items left by guests, workers, or representatives of the rental event.
- JJ. Failure to adhere to any of the terms and conditions of this policy may result in immediate cancellation of the existing agreement, forfeiture of the security deposit, and restriction from the future use of other Borough facilities.
- KK. Forfeiture of Deposit - Violation of Policy. Automatic forfeiture of the deposit will occur under the following conditions:
- Any building door is left unsecured (unlocked).
  - Smoking in the building.
  - Evidence or presence of alcoholic beverages in the building or premises except for the Civic Center or Community Room with an approved alcohol permit.
  - Setting off fire alarms without probable cause to believe that the facility is on fire (setting off false alarm is illegal and criminal charges may be filed).
  - Disturbance of the peace.
  - Damage to the facility itself, equipment, furnishings, or decorations including damage from the attachment of banners, posters, streamers, signs, etc. which are beyond normal wear and tear.
  - Excess trash left in the building.
  - Cleanup procedures not followed.
  - Required summoning of the police department due to activities of the participants.
  - Failure to clean.
  - Early or extended use of any building.
- LL. Cleaning Policy/Procedures
1. Please leave tables and chairs left up for inspection.
  2. Clean oven, stove, refrigerator, and kitchen (if used).
  3. Check restrooms and leave them clean and turn off lights.
  4. Make sure all outside doors are locked. Failure to lock all doors may result in forfeiture of deposit and a possible additional fee.
  5. Leave the building as you wish to find it if you were going to use it after yourself.

MM. After the applicant has reviewed and fully understands this information, please complete application for usage.

NN. Facility Rental Forms can be submitted by one of the following methods:

1. Drop off: *Facility Rental Request Forms* can be submitted at the Brentwood Borough Municipal Building, Monday through Friday, 8:00 a.m. to 4:00 p.m. Forms must be fully completed and submitted with security deposit.
2. Mail: Completed *Facility Rental Request Forms* including security deposit (check) may be mailed to:

Brentwood Borough  
Attn: Parks & Recreation Director  
Facility Rentals  
3735 Brownsville Road  
Pittsburgh, PA 15227

3. E-mail completed application form to the Park & Recreation Director at [jattanucci@brentwoodboro.com](mailto:jattanucci@brentwoodboro.com) and mail security deposit to the address above

OO. Renters must have their Facility Contract and the Facility Rental Policy with them at the facility during the renter's use of the facility.

PP. In the event that problems may arise with the scheduling of the building, all administrative decisions shall be final.

QQ. In the event of an emergency Renter shall call 9-1-1. Inform them that you are at the Brentwood Civic Center.

RR. In the event of a Non-Emergency issue you can contact Jim Attanucci at 412-969-7535 or Dennis Chuderewicz at 412-600-3191 or Justin Kobelak at 412-889-9399.

SS. Reallocation or subletting of Borough Facilities by permit holder is strictly prohibited.

All persons using public recreation and park areas of the Borough of Brentwood shall comply with all posted rules and regulations established by the Council of the Borough of Brentwood, for the use of such facilities, and failure to comply with such rules and regulations, in addition to the penalties hereinafter provided, may subject the person violating them to loss of the privilege to use such facilities, and no refund of any admission or security deposit paid shall be required.

**§ 155-4            Borough Non-For-Profit Organizations**

Borough Organizations who meet the criteria as defined in §155-2 shall be exempt from having to pay the rent and deposit specified herein for all facilities identified within this policy, but such renters shall otherwise be required to comply with all the other terms and conditions of this policy including the following special provisions:

- A. Organization Meetings. Shall be permitted to conduct their monthly organization meetings without being charged a fee. Meetings will be limited to the Community Room, Civic Center or Borough Municipal Building.
- B. Group Events. Shall be permitted to conduct Organization Fundraising, Registrations, Photos, Uniform Distribution, and other similar organizational activities in any of the Borough Facilities without fees.
- C. Reserving Facility Rooms. Reoccurring monthly meeting dates may be reserved at one time. Events and/or fundraising activities may be planned up to a year in advance of the scheduled date.

**§ 155-5            Policy and Procedure for Fields and Recreation Area Permits**

A “Policy and Procedure for Field and Recreation Area Permits” is attached to this Borough Facility Rental Policy as Exhibit “A” and is specifically incorporated by reference herein.



**C. Pool Party Rentals**

The Brentwood Borough Swimming Pool may be rented after the pool's normal hours or as approved by Brentwood Borough Council. This will result in the following times: Rental fees include 1 hour for pool clean up and shutting down.

All fee exempt applicants will be charged a staffing fee that commensurate to Borough expenses for lifeguards and other necessary staff.

Saturdays, Sundays & Holidays Daily: 7:15 pm to 9:15 pm

No refunds shall be given for inclement weather that may cause the pool to be closed unless notice is given 30 minutes prior to the start of the scheduled rental by the renter.

**D. Compliance with rules and regulations.**

In addition to those relevant rules and regulations listed in Section 155-3 General Rules and Regulations, ALL persons using the Brentwood Borough Swimming Pool shall comply with all rules as may be determined by the Borough Manager as well as those posted rules and regulations established by the Borough Council and Pool Management Company for the use of the swimming pool and facilities, and failure to comply with such rules and regulations, in addition to the penalties hereinafter provided, may subject the person violating them to loss of privilege to use the pool, and no refund of any admission paid will be required. Patrons must review these rules carefully and should report any violations to a staff member immediately. Pool personnel can be called upon to address any concerns regarding the nature of the rules or enforcement practices. The below list of general rules and regulations are not all encompassing:

- Photo I.D. may be required.
- No one under the age of 18 will be permitted inside the pool gates during the adult swim.
- Pool passes must be presented and scanned upon entry to the pool.
- Wristbands will be used for all daily admissions.
- No refunds will be given due to inclement weather.
- Acceptable swim attire must be worn both by patrons in the pool and on the deck. Patrons with religious concerns regarding modesty may wear garments that provide full-body coverage provided that they are clean and that they do not interfere with their safety in the water.
- No running or horseplay is permitted in or around the pool.
- Absolutely no alcoholic beverages are permitted.
- Persons who appear to be under the influence of alcohol or narcotics will be denied admission.
- The use of profanity is prohibited.
- Candy, food, chewing gum or beverages are not permitted inside the pool gates.
- Glass containers are prohibited.
- Smoking is strictly prohibited.

- Littering is strictly prohibited.
- The use of all floatation devices are at the discretion of the lifeguards.
- Toys, beach balls, and other items shall only be permitted in the Pool Area at the discretion of the pool personnel. No hard balls allowed.
- The use of sunscreen is encouraged.
- Patrons who leave the pool area are required to shower before reentering the water.
- Persons with open cuts, open sores, bandages, or communicable disease are not permitted in the pool. Report any injuries to a lifeguard immediately.
- No one should engage any on-duty lifeguard in unnecessary conversation.
- Spitting, spouting, or nose-blowing in the pool is strictly prohibited.
- Children under the age of 7 must be accompanied by a parent or other responsible person at all times, including while on deck or in the restroom. This parent or guardian must be dressed in appropriate swim attire (no street clothes). While in the water, the parent or responsible person must remain within arm's reach of the child; this stipulation is also applicable to the kiddie pool.
- Children who are not toilet-trained are only allowed in the pool area if they wear a swimsuit diaper or plastic pants. Cloth or disposable diapers are not acceptable garments.
- The Borough shall not be responsible for items that are lost, stolen, or left at the pool.
- Emergency procedures must be observed. Swimmers must leave the pool area immediately upon the signal of the Pool Manager.
- A patron may be verbally warned for the first offense; the patron will be asked to leave the pool facility if a second offense occurs.
- The decision of the pool personnel is final.

§ 155-7 **Borough Park and Fields**

**A. Hours of Operation**

The Borough Park is open from 7:00 am and closes at 11:30 pm, Sunday through Saturday.

**B. Park Lighting Guidelines**

Park Lighting for the Courts and Fields are at the Borough's discretion. Absence of a Use Permit, the following park lighting guidelines will be utilized by the Borough to establish consistency for the public.

**Dek Hockey Rink, Tennis Court, Basketball Court, and Field 2 (Attanucci Field)**

Spring Hours - April 1<sup>st</sup> to Memorial Day

- Sundays thru Thursdays – Dusk until 10:00 PM
- Fridays and Saturdays – Dusk until 11:30 PM

Summer Hours - June 1<sup>st</sup> to Labor Day

- Sundays thru Saturdays – Dusk until 11:30 PM

Fall Hours – Labor Day to Thanksgiving Day

- Sundays thru Thursdays- By Permit Only
- Fridays and Saturdays – Dusk until 10:00 PM

Winter Hours – Thanksgiving Day to March 31<sup>st</sup>

- Sundays thru Saturdays – By Permit Only

**Track Lighting**

Spring, Summer, and Fall Hours - April 1<sup>st</sup> to Thanksgiving Day

- Sundays thru Saturdays – Dusk until 11:30 PM

Winter Hours – Day after Thanksgiving Day to March 31<sup>st</sup>

- Off

**Football Field Lighting**

- By Permit Only

**C. Permitted Uses**

The Brentwood Borough Park is a family friendly community park located in the heart of Brentwood. It is available for use throughout the year to residents. The park includes Ballfields, Basketball Courts, Dek Hockey, Football/Soccer Field, Playground, Swimming Pool, Tennis Court, Track, Pavilion, and Restroom Facilities. The park is enjoyed by the many youth sports organizations for Baseball, Softball, Football, and Soccer. In addition, it is used for Summer Day Camp, Picnics, Walking, and various activities.

**D. Speed limit on park property.**

After posting of appropriate signs at the entrances to the municipal park on Park Drive in the Borough of Brentwood indicating the speed limit, no person shall operate any vehicle, whether motor-driven or not, at a speed in excess of 5 miles per hour on the Borough park property.

**E. Fees**

The fees for the use of the facilities will be set forth and established in the Brentwood Borough Fee Resolution

**F. Basketball/Tennis Courts**

Brentwood Park has both a tennis court and basketball court that are available to Borough residents. There are no fees associated with the use of these facilities. Use is based on a first come/first serve basis by the residents. However, any organized event requiring the use of the tennis court or basketball court shall first obtain a Use Permit from the Borough.

**G. Concession Stands**

The various concession stands located throughout the park are only available for use through a separate concession stand rental agreement made with the Borough of Brentwood.

§ 155-8            Civic Center

**A. Hours of Operation**

Facility may be rented between the hours of 8:00 am 11:00 pm **Sunday through Saturday.**

The premises to be vacated and locked by: 11:30 pm.

**B. Permitted Uses**

The Brentwood Borough Civic Center located in Brentwood Borough Park, Park Drive, Brentwood, PA is available for use throughout the year to residents and non-residents for private and public functions. Facilities include main ballroom, kitchen, and restroom facilities. Also available is a fenced deck overlooking the Brentwood Borough Swimming Pool.

Room Size:     57 feet X 37 feet

Capacity:       100 persons (Max.)

Equipment:     Tables and chairs are available. The Permittee is responsible for any additional tables and chairs that may be needed.

Typically, there are:

20 6ft. rectangular tables, 4 5ft. round tables, 100 folding chairs

Stage:           8 ft X 25 ft

Kitchen:

Social activities.

Anniversary

Birthday Parties

Graduation

Showers

Retirement

Other—To be approved by Borough.

**C. Fees**

An individual's residency status or organization's status at the time of completing a Facility Rental Request Form will determine the rental fee that is assessed. Additional fees may be applied based on the nature of the rental. See Additional Rental Fees and Special Requests. The fees for the use of the Civic Center will be set forth and established in the Brentwood Borough Fee Resolution.

- Rentals are for a three (3) hour time frame. Additional hours may be rented in one hour increments.
- Brentwood Residents \$100.00 for a three (3) hour time frame and \$50.00 for each additional hour.
- Non-Residents \$150.00 for a three (3) hour time frame and \$75.00 for each additional hour.
- The time frame includes set-up and clean-up time. The rental fee includes use of the kitchen.

**D. Additional Rental Fees and Special Requests**

- Rentals requiring additional Borough Staff will be assessed at the rate per the Brentwood Borough Fee Resolution per hour per staff member.
- All entertainment (DJ, Performers, Music, etc.) must be approved by the Borough Manager prior to the event.
- Alcohol is only permitted in the Civic Center with an alcohol permit. The alcohol permit fee is \$100.00 per event.
- The permit holder is responsible for picking up the key at the Administrative Office Monday through Friday 8:00 am to 4:00 pm. Key(s) may be picked up one day prior to the rental, for Sunday rentals keys may be picked up on Friday. A \$5.00 key deposit is required at the time of pick up. Key(s) must be returned the first business day after the rental. Key deposit will be returned at that time. If the key is not picked up during business hours prior to the event, renter is responsible for contacting the names below to unlock the building or to make arrangements for a police officer to unlock the building the day of the event. If this is required, the renter will be accessed a \$25.00 convenience fee.
- The security deposit request form is to be turned in the first business day after the rental. Security deposits will not be processed or refunded without the form.

First – Assistant Superintendent of Public Works Dennis Chuderewicz  
at 412-600-3191.

Second – Superintendent of Public Works Justin Kobelak at 412-889-9399.

Third – Parks & Recreation Director Jim Attanucci - 412-969-7535

**§ 155-9 Community Room**

**A. Hours of Operation**

Facility may be rented between the hours of 8:00 am –11:00 pm

The premises to be vacated and locked by 11:30 pm

**B. Permitted Uses**

The Brentwood Borough Community Room is located in Brentwood Borough Park, 3501 Brownsville Road, Brentwood, PA in the downstairs portion of the Brentwood Borough Library. Entrance is located behind the Library. The Community Room is available for use throughout the year to residents and non-residents for private and public functions. Facilities include a small kitchen and restroom facilities.

Room Size: 44 feet X 44 feet

Capacity: 100 persons (Max)

Social activities.

Anniversary  
Birthdays  
Organization's Meetings  
Graduation  
Showers  
Retirement  
Other—To be approved by Borough.

Equipment: Tables and chairs are available.  
Typically, there are:  
6 ft. rectangular tables, 100 chairs

Kitchen: Refrigerator, Sink, Stove

**C. Fees**

An individual's residency status or organization's status at the time of completing a Facility Rental Request Form will determine the rental fee that is assessed. Additional fees may be applied based on the nature of the rental. See Additional Rental Fees and Special Requests. The fees for the use of the Community Room will be set forth and established in the Brentwood Borough Fee Resolution.

- Rentals are for a three (3) hour time frame. Additional hours may be rented in one hour increments.
- Brentwood Residents \$100.00 for a three (3) hour time frame and \$50.00 for each additional hour.
- Non-Residents \$150.00 for a three (3) hour time frame and \$75.00 for each additional hour.
- The time frame includes set-up and clean-up time. The rental fee includes use of the kitchen.

#### **D. Additional Rental Fees and Special Requests**

- Rentals requiring additional Borough Staff will be assessed at \$50.00 per hour per staff member.
- All entertainment (DJ, Performers, Music, etc.) must be approved by the Borough Manager prior to the event.
- Alcohol is only permitted in the Community Room with an alcohol permit. The alcohol permit fee is \$100.00 per event.
- The permit holder is responsible for picking up the key at the Administrative Office Monday through Friday 8:00 am to 4:00 pm. Key(s) may be picked up one day prior to the rental, for Sunday rentals keys may be picked up on Friday. A \$5.00 key deposit is required at the time of pick up. Key(s) must be returned the first business day after the rental. Key deposit will be returned at that time. If the key is not picked up during business hours prior to the event, renter is responsible for contacting the the names below to unlock the building or to make arrangements for a police officer to unlock the building the day of the event. If this is required, the renter will be accessed a \$25.00 convenience fee.
- The security deposit request form is to be turned in the first business day after the rental. Security deposits will not be processed or refunded without the form.

First – Assistant Superintendent of Public Works Dennis Chuderewicz at 412-600-3191.

Second – Superintendent of Public Works Justin Kobelak at 412-889-9399.

Third – Parks & Recreation Director Jim Attanucci - 412-969-7535

**§ 155-10      Borough Building**

**A. Hours of Operation**

Facility may be rented between the hours of 8:00 am – 10:00 pm Sunday through Saturday.

The premises to be vacated and locked by 11:00 pm

**B. Permitted Uses**

The Brentwood Borough Building is located at 3735 Brownsville Road, Brentwood is available for use throughout the year to residents and non-residents for private and public functions.

Room Size:      25 feet X 33 feet

Capacity:        TBD persons (Max)

Social activities.

- Anniversary
- Organization's Meetings
- Graduation
- Showers
- Retirement
- Other—To be approved by Borough.

Equipment:      Tables and chairs are available.

Kitchen:         None

**C. Fees**

An individual's residency status or organization's status at the time of completing a Facility Rental Request Form will determine the rental fee that is assessed. Additional fees may be applied based on the nature of the rental. See Additional Rental Fees and Special Requests. The fees for the use of the Borough Building will be set forth and established in the Brentwood Borough Fee Resolution.

- Rentals are for a three (3) hour time frame. Additional hours may be rented in one hour increments.
- Brentwood Residents \$100.00 for a three (3) hour time frame and \$50.00 for each additional hour.
- Non-Residents \$150.00 for a three (3) hour time frame and \$75.00 for each additional hour.
- The time frame includes set-up and clean-up time.

**D. Additional Rental Fees and Special Requests**

- Rentals requiring additional Borough Staff will be assessed at \$50.00 per hour per staff member
- All entertainment (DJ, Performers, Music, etc.) must be approved by the Borough Manager prior to the event.
- Alcohol is NOT permitted in the Borough Building at any time.
- The permit holder is responsible for picking up the key at the Administrative Office Monday through Friday 8:00 am to 4:00 pm. Key(s) may be picked up one day prior to the rental, for Sunday rentals keys may be picked up on Friday. A \$5.00 key deposit is required at the time of pick up. Key(s) must be returned the first business day after the rental. Key deposit will be returned at that time. If the key is not picked up during business hours prior to the event, renter is responsible for contacting the names below to unlock the building or make arrangements for a police officer to unlock the building the day of the event. If this is required, the renter will be assessed a \$25.00 convenience fee.
- The security deposit request form is to be turned in the first business day after the rental. Security deposits will not be processed or refunded without the form.

First – Assistant Superintendent of Public Works Dennis Chuderewicz at 412-600-3191

Second – Superintendent of Public Works Justin Kobelak at 412-889-9399.

Third – Parks & Recreation Director Jim Attanucci - 412-969-7535

**§ 155-11      Stadium**

This section outlines the responsibilities of individuals or organizations renting the Brentwood Stadium, including the lower ADA Parking Lot, also referred to as the Windsor Parking Lot which emphasizes the obligation to accommodate requests from the permit holder's attendees with disabilities requiring the use of the ADA Parking Lot.

**A.      Stadium:** Use permit is required. Casual use of less than ten (10) may not need a permit.

**B.      Hours of Operation:**

Facility may be rented between the hours of 8 am - 11:00 pm Monday through Sunday.

The premises to be vacated and locked by 11:30 pm

**C.      Permitted Uses**

The Brentwood Borough Stadium is located in the Brentwood Borough Park, Park Drive, Brentwood, PA. It is leased by the Brentwood Borough School District. It is utilized by the Brentwood Borough Youth Sporting Leagues.

**D.      Fees:**

Rentals are granted in 1-hour increments, with a minimum of 2 hours for private functions and 1 hour for business, unless otherwise specified. An individual's residency status or organization's status at the time of completing a Facility Rental Request Form will determine the rental fee that is assessed. If additional time is required for preparation of the event, the renter will be charged at the applicable hourly rate. Additional fees may be applied based on the nature of the rental. See Additional Fees and Request. The fees for the use of the Stadium will be set forth and established in the Brentwood Borough Fee Resolution.

**E.      Restroom Facilities:**

Restroom facilities will be opened and inspected prior to event/use by the Permittee. Renter is responsible for the condition of the restroom facilities during their event/use. If more than one (1) organization is using the stadium and both request the use of the Restroom facilities, both organizations will be equally held responsible. If more than one organization is using the stadium/practice field, all organizations using the stadium facility will be ultimately responsible for their condition even though members of the other organization may use the facilities. Permittee is to pick up key at the Administrative Office prior to the event or season and return the first business day after the event or end of season.

**F.      Concession Stands**

The various concession stands located in the Stadium are only available for use through a separate concession stand rental agreement made with the Borough of Brentwood. All concession stand agreements are subject to Borough Council approval.

#### **G. ADA Parking Lot (Windsor Lot)**

The Use Permit includes the responsibility for the lower ADA Parking Lot (Windsor Parking Lot) along with the aforementioned stadium facilities for the duration of the Permit holder's event.

The responsibilities shall include but not limited to the following:

- The parking lot gate shall be operated and controlled by the permit holder for the duration of the Permit holder's event.
- Unauthorized access is strictly prohibited. Only authorized personnel as determined by the Permit holder, or Borough Officials, and/or emergency personnel are allowed entry during the event.
- The Permit holder is responsible for monitoring the parking lot.
- Any suspicious activity should be reported to security personnel or by contacting 9-1-1.
- Emergency vehicles shall have unimpeded access to the parking lot at all times.
- In case of emergencies, the Permit holder must have protocols in place to swiftly open the gate or provide access to emergency responders.
- The gate must be kept unlocked and unblocked at all times.
- The Permit holder is responsible for ensuring the proper functioning of the gate. Any malfunctions or damage should be promptly addressed to maintain smooth operations.
- The Borough will provide the Permit holder with signage that will be placed on or near the parking lot gate informing users and/or the public of the restrictions to the parking lot during the permitted event.
- The Borough is not responsible for any damage to any vehicles utilizing the parking lot during a permitted event.
- The Permit holder must ensure that the ADA Parking Lot is accessible and available for individuals with disabilities attending their event.
- The Permit holder is obligated to accommodate requests from attendees who require the use of the ADA Parking lot due to disability. Accommodation may include reserved parking spaces, assistance, or any reasonable measure to facilitate accessibility.
- Permit holder must establish clear communication channels to receive and respond to accommodation requests. Information regarding ADA Parking Lot accommodations should be prominently featured in event communications and materials.

#### **H. Additional Rental Fees and Special Requests**

- Rentals requiring additional Borough Staff will be assessed at \$50.00 hour per staff member.
- All entertainment (DJ, Performers, Music, etc.) must be approved by the Borough Manager prior to the event.
- Alcohol is NOT permitted in the Stadium at any time.

## **I. Stadium and Field Rules and Requirements**

Organized use of the Brentwood Stadium requires a Use Permit. The Fields/Facilities are only available for use during park hours.

- No animals (except to assist persons with a disability i.e.: service dogs)
- Borough Staff will designate the location of available restrooms.
- Adult supervision of field activities is mandatory. The user organization is responsible for the conduct of participants and spectators during their permitted time.
- Soccer goals must have turf wheels attached. Other sport equipment must be lifted when moved. NO dragging allowed.
- No motor vehicles allowed on the field surface except for maintenance or emergency.
- No bicycles, skates, shall be allowed on the field surface or track.
- No motor vehicles allowed on the track except as authorized by the Borough.
- No food or drink, except water and sport drinks, shall be permitted on the field or track.
- No alcoholic beverages allowed.
- No glass containers or aluminum cans allowed.
- No sunflower seeds or gum allowed.
- No tobacco products allowed.
- No fireworks or any open flame allowed.
- No smoke bombs or fire related products allowed.
- No golfing, shot putting, javelin or discus throwing allowed.
- No use of model planes or rockets.
- No chalking, tape or other adhesive material shall be placed on the field or track surface.
- No painting shall be placed on the field surface without prior approval by the Borough.
- No stakes, spikes or other pointed materials may be used for anchoring anything on the athletic fields.
- **No metal cleats, only rubber cleats allowed. ONLY ¼” track spikes or shorter may be used on the rubber track.**
- Use of the stadium track by walkers, joggers, and others is prohibited during high school games, paid events and other times designated by the Borough.
- Soccer goals are available only to permit holders.
- Hanging or climbing on the football or soccer goal posts is prohibited.
- No formal practice or games without prior field reservation (Use Permit). Reservation must adhere to designated field, unless approval is given by the Borough. Fields may be closed at any time due to safety related or maintenance concerns. Failure to comply with these rules will result in immediate cancellation of permit.
- Any users found to be in violation of the guidelines outlined in this policy will be subject to all applicable fines and penalties, including loss of future permitting and use privileges.
- The Borough of Brentwood reserves the right to revoke or deny a permit as necessary if the field needs to be closed for immediate repair.

## **J. Special Events/Game Events**

A special event is a sporting, cultural, business or other type of unique activity, occurring for a limited or fixed duration (one-time, annual) and presented to a live audience, that impacts the Borough of Brentwood by involving the use of, or having impact on, the public realm, (owned,

leased or controlled by the Borough of Brentwood). It usually occurs on the public realm (Brentwood Park/Stadium/Fields/Facilities) but sometimes can 'spill over' from private property.

Activities that are part of a regular series are not deemed special events, unless they are an atypical activity outside the ordinary (e.g. A regular scheduled football game is not a special event, but the Playoff Game is a special event.) Also excluded are construction-related permitting and film permits.

Notwithstanding any other provision of this Facilities Agreement, the stadium and all other athletic facilities in the park shall be subject to the control of the Brentwood Borough Council, and any and all use of the stadium and other athletic facilities shall be subject to the Borough's discretion.

\*\*Rental Fee and all other fees addressed in this policy are due 10 days prior to event.

**SPECIAL EVENT/GAME DAY RENTAL PERMIT:** An Event Permit is required for any Special Event or Game for any Non-Resident/Non-Borough Organization that wishes to use any Borough Facility to host their Special Event or Game. *In addition to the Event Permit fee, renters will be required to pay the Event Hourly Rental Rate.*

**INSURANCE:** Renter is responsible for obtaining event insurance, naming the Borough as an additional insured under the contract of insurance, and providing comprehensive general liability insurance with respect to the renter's use of the stadium athletic facilities, with the amount of such insurance being not less than one million dollars (\$1,000,000) in liability coverage. A policy certificate of such coverage will accompany the Facility Rental Application.

**MEDICAL SUPERVISION:** It is the renter's responsibility to provide a trainer duly licensed to practice in the Commonwealth of Pennsylvania.

**OTHER SUPERVISION:** Two (2) Brentwood Borough Police Officers and one (1) Brentwood Department of Public Works employee is included with any Event/Game rental. Additional police supervision may be required depending on estimated attendance. If it is determined that additional police supervision is required, the renter shall be responsible for each additional police officer a minimum of four (4) hours at the Borough approved rate as determined in the Borough's Fee Resolution.

- 1,000 or less: two (2) Police Officers (included in original fee)
- 1,000-2,000: three (3) Police Officers (renter responsible for the cost of one (1) additional Police Officer a minimum of four (4) hours)
- 2,000-Full Stadium: four (4) Police Officers (renter responsible for the cost of two (2) additional Police Officers a minimum of four (4) hours)

**MAINTENANCE:** The Borough will inspect the synthetic turf field, bleacher, press box, and ticket booth before renter's game. The Borough agrees to perform any maintenance necessary in regard to any repairs needed of the Synthetic Turf Field and other facilities, provided, however, that the Borough will not be required to make any capital expenditure to improve or correct any deficiency unless deemed necessary by the Borough of Brentwood Council. Based on expected crowd size, at renter's expense per employee, Borough Public Works employees are required to be present during event:

- 1,000 or less: one (1) Public Works employee (included in original fee)
- 1,000-2,000: two (2) Public Works employees (renter responsible for the cost of one (1) additional DPW employee a minimum of four (4) hours)
- 2,000-Full Stadium: three (3) Public Works employees (renter responsible for the cost of two (2) additional DPW employee a minimum of four (4) hours)

**CONCESSION STAND:** All usage of any concession stand is done through a separate Borough agreement. Borough Organizations who have existing concession stand agreements will be offered the opportunity to operate the concession and benefit from the revenue generated before an agreement is made with the renter. If there is not any existing concession stand agreement in place at the time of the Special Event/Game the Borough shall have the first right of refusal to operate the concession stand during the Special Event/Game. If the Borough declines to operate the Concession Stand during the Special Event/Game, then the Borough may consider permitting the renter the opportunity to utilize the Concession Stand at the additional fee.

**PRESS BOX/STADIUM SCOREBOARD:** A Brentwood Borough employee must be hired to oversee and operate the sound system, scoreboard, and message center at \$25/hour. Renter may provide personnel (up to 4) that may be present and assist in the press box.

- (a) No display on the stadium scoreboard of any pictorial or verbal information, advertising or signage, except for those items that are approved by the Borough.
- (b) The Borough reserves the right to determine in its sole and exclusive discretion which persons or entities may make use of the stadium scoreboard.

**AFTER GAME CLEANUP:** Renter is responsible to clean and pick up all trash off field, stands, and all stadium premises. If trash or damages are left after game event, fees will be assessed and taken out of security deposit.

ALL rules and regulations outlined in this policy must be followed at all times. Failure to comply with these rules can result in loss of scheduled time in the facility and possible fines.

#### K. **Enforcement**

Violation of this section may result in penalties, including but not limited to fines, suspension of rental privileges, and legal action as permitted by law.

**Dek Hockey Rink**

**A. Dek Hockey Rink:** Use permit is required. Casual use of less than five (5) may not need a permit

**B. Hours of Operation:**

Facility may be rented between the hours of 8 a.m. – 11 p.m. Monday through Sunday. The premises to be vacated and locked by 11:30 pm.

**C. Fees**

Use of Dek Hockey rink is available to Borough Residents (proof of residency required) at no charge when there is not a Borough sponsored events or programs taking place Use is based on a first come/first serve basis by the residents. However, any organized event requiring the use of rink shall first be approved by the Borough. Fees will be set forth in the annual Brentwood Borough Fee Resolution.

**D. Additional Rental Fees and Special Requests**

- Rentals requiring additional Borough Staff will be assessed for additional fees to cover the hourly wages of each staff member.
- All entertainment (DJ, Performers, Music, etc.) must be approved by the Borough Manager prior to the event.

**E. Rules and Regulations**

**1. General**

- No alcohol or tobacco products are permitted in the rink area.
- No food or drinks except water and sport drinks are allowed within rink boundaries.
- No painting, chalking, tape or other adhesive material shall be placed on the deck surface without prior approval.
- No animals. (Except service dogs.)

**2. Equipment**

- Dek hockey shin pads of any kind must be worn by all players, except goalies who are required to wear goalie pads.
- Gloves of any kind must be worn. No cut out fingers will be allowed.
- If under the age of 18, players must wear a helmet, full face shields or mask and mouthguard. It is recommended for person over the age of 18
- All players must wear elbow pads.
- Only rubber sole tennis shoes and roller blades allowed.

Borough Staff reserves the right to refuse service to any participant and/or spectator who violates any policy or procedure or engages in any verbal and/or physical abuse of the Athletic Fields or Borough Staff.

UNAUTHORIZED USERS WILL BE ASKED TO LEAVE. FAILURE TO COMPLY IS SUBJECT TO ENFORCEMENT PER PENNSYLVANIA PENAL CODE.

## EXHIBIT “A”

### POLICY AND PROCEDURE FOR FIELD AND RECREATION AREA PERMITS

**I. Permit Priority Rating**

Field permits will be issued with the following priority rating:

- A. Brentwood Borough – including paid rentals
- B. Brentwood Borough School District
- C. “Recognized” Brentwood Borough Organizations
- D. Borough Organizations
- E. Others

**II. Allocation of Fields and Recreation Areas**

Season(s)	Applications for Permits May be Submitted Beginning	Permit Effective Dates	Length of Season
Spring/Summer	February 15 <sup>th</sup>	April 1 <sup>st</sup> - July 31 <sup>st</sup>	Average 16 weeks
Fall	June 15 <sup>th</sup>	August 1 <sup>st</sup> –November 30 <sup>th</sup>	Average 16 weeks
Winter	October 15 <sup>th</sup>	December 1 <sup>st</sup> –March 30 <sup>th</sup>	Average 16 weeks

- A. Brentwood Borough reserves the right to increase/decrease the number of fields assigned to an organization based upon but not limited to; enrollment changes, changing demographics, unavailability of fields due to maintenance or priority scheduling, abusive usage, failure to use assigned fields, and/or failure to pay fees and submit seasonal information on time or due to new fields becoming available.
- B. The organization that has the greatest need for the fields based on the current year’s ratio of teams per field may be assigned additional fields as they become available.
- C. Due to maintenance factors, the design of fields, geographical location, boundary changes, or because of “new Fields” becoming available or upgraded, organizations may be assigned some different fields from season to season and within current season.
- D. The Borough will do its best to treat all organizations equally when approving permit applications. In the event two or more organizations request the same field times, preference will be given to the organization with the longer history as a Borough Organization. In the event two or more organizations request the same field time, preference of desired field time slots will be given to the organization with the longer history as a Borough Organization. It is expected that recognized borough organizations cooperatively and willingly work together at Seasonal Permitting meetings to work out all scheduling issues.

### **III. Assigning and Scheduling New Fields or Recreation Areas**

It is Brentwood Borough's policy that the use of the new fields will be assigned according to the following priorities:

- A. Brentwood Borough
- B. Brentwood Borough School District
- C. "Recognized" Brentwood Borough Organizations
- D. Borough organization
- E. Other

### **IV. Organizations Requirements for Retaining "Recognized" Status**

**\* On a seasonal basis, organizations are to attend a field user meeting for their respective season.**

**\* The following information MUST be submitted on or before the Permit Application Due Date and kept on file with the Borough of Brentwood.**

1. President, Vice President, Executive Director and a contact person for general registration including name, title, address, home and work numbers and email addresses
  2. A copy of the organization's bylaws, a statement of the organization's philosophy, goals, age range, and skill levels the organization is offering (these are needed only once, or as changes are made in the program or requested by the Borough)
- B. The organization is required annually to provide \$1 million in general liability insurance listing Brentwood Borough as additional insured. The limits of this coverage shall be up to those imposed by the State of Pennsylvania. A copy of this policy or Certificate of Insurance must be on file with Brentwood Borough.
  - C. On a seasonal basis, the organization must present to the Borough a Roster Form with each participant's name, age, address and respective sport two weeks after Permit Effective Date (see below) along with a signed and notarized affidavit stating that the information is true and accurate. This is required to confirm Borough Organization Status (see section 155-2 of Borough Facility Rental Policy). **(NOTE: The Borough will NOT retain this information other than the affidavit.)**
  - D. Annually, it is required that organizations and teams conduct background checks in compliance with Pennsylvania Act 153 of 2014 and subsequent changes on all volunteers and paid employees 14 years of age or older within their association who have contact with children and present to Brentwood Borough a notarized affidavit stating that all volunteers and paid employees within their association meet their clearance requirements.

- E. Organizations are encouraged to demonstrate willingness to cooperate with Brentwood Borough and with each other when and if scheduling issues arise.
- F. Failure to follow these guidelines may result in revocation or suspension of recognized status.

**V. Request for Permits**

- A. The organization must submit written Field Request Permit (see approximate dates below)
- B. Season Permits will be issued to organizations. The Recreation Director will work only with the President/Director of these organizations. It is the responsibility of the organization to schedule games and practices.
- C. Permit application is the physical permit after approval from Brentwood Borough. Organization must have permit with them at all times.
- D. The below dates/seasons have been established for the recognized organizations. This is necessary in order to discourage different seasonal sports from overlapping and causing field use conflict, to maintain control over fields when fields are used, and to stay systematically monitor fields conditions based upon use.

Season	Permit Application Due Date	Meeting Date	Permit Effective Dates <sup>1</sup>	Length of Season
Spring/Summer	March 1 <sup>st</sup>	Mid- March	April 1 <sup>st</sup> - July 31 <sup>st</sup>	Average 16 weeks
Fall	July 1 <sup>st</sup>	Mid-July	August 1 <sup>st</sup> –November 30 <sup>th</sup>	Average 16 weeks
Winter	November 1 <sup>st</sup>	Mid-November	December 1 <sup>st</sup> –March 30 <sup>th</sup>	Average 16 weeks

<sup>1</sup> Permit Effective Dates may overlap by no more than 10 days with Borough approval

- E. The Borough highly suggests that those organizations with the same seasons meet prior to submitting their permit application in order to work out scheduling. The Borough will do its best to treat all organizations equally when approving permit applications. In the event two or more organizations request the same field times, preference will be given to the organization with the longer history as a Borough Organization.

***NOTE: Reallocation or subletting of fields by permit holder is strictly prohibited. If permitted fields are going unused, the unused times and dates must be turned back into Brentwood Borough so that they can be made available to others. Failure to do so can result in permit revocation and future permitting restrictions.***

**VI. Field Closure Policy**

Brentwood Borough reserves the right to close any field due to poor field conditions. Organizations failing to honor any field closures are subject to fines (established to cover the cost of repair) and/or revocation of their Field Permit. It is the responsibility of the field users to know the status of any given field to maintain safe and playable field conditions.

**VII. Special Tournament Requests**

- A. Organization shall make written request to conduct tournaments. The written request must be received a minimum of 30 days in advance and should include the following:
  - 1. Dates and hours of usage and the fields requested
  - 2. Additional portable toilet services
  - 3. Additional structures, bleachers, tents, concession stand, area fences
  - 4. Additional maintenance lines, heavy drag, mowing. Etc.
- B. Non-recognized organizations, residents and non-residents are required to pay in full the hourly rental fees and other related fees associated with the additional services required to conduct a tournament prior to the event being held.
- C. All organization shall provide general liability insurance and list Brentwood Borough as additional insured. The limits of this coverage shall be up to those imposed by the State of Pennsylvania.
- D. The Borough may require that the organization provide security depending on the nature of the event.

**VIII. Field Maintenance for Recognized Organizations**

- A. Brentwood Borough will paint all field lines (only for Brentwood School District)
- B. Brentwood Borough will install home plate and pitching rubber once per season on all ball fields.
- C. Brentwood Borough will provide general maintenance. Infields are scheduled for dragging when needed. It is the responsibility of each organization to mark lines and set bases. (Excluding Brentwood High School District)
- D. Organization requiring soccer nets are responsible for placement. Must lift nets over track, not dragged unless nets have wheels.
- E. Organization is responsible for managing all gates for practices and games.
- F. Lights are controlled by Brentwood Borough and are on a set timer. If additional time is need please notify Recreation Director.

**IX. Portable Toilets**

- A. Brentwood Borough may supply portable toilets in the park.

**X. Field and Recreational Facilities Rental Fee (“Non-Recognized” organizations) when available**

- A. Fields and other Recreational facilities are available at no charge on a first come, first serve basis to members of the community, when not scheduled by a permit and when field is not posted closed.
- B. Hourly rate are charged for all permits issued to Non-Recognized groups, Borough Organizations Residents, and Non-residents.
- C. Permit fees guarantee a group reserved use of the field.
- D. Fees are approved annually by Brentwood Borough Fee Resolution.
- E. Fees are paid prior to permit effective date.

**XI Concession Stands**

The various concession stands located in the Stadium are only available for use through a separate concession stand rental agreement made with the Borough of Brentwood. All concession stand agreements are subject to Council approval. No outside tents or concession stands are permitted.

**XII. Permit Denial and Revocation**

Any users found to be in violations of the guidelines outlines in this policy will be subject to applicable fines and penalties, including loss of future permitting and use privileges. A permit may be denied or revoked if the permit holder or any member of permitted organization:

- A. Violates the guidelines and procedure stated in this policy and Borough Facility Rental Policy, Chapter 155.
- B. Fails to use their permitted field without prior cancellation notification to 3 or more times in any given season.
- C. Uses field that is closed due to weather or undergoing repairs or renovations.

**Brentwood Borough reserves the right to revoke or deny permit as necessary.**