



# SOUTH FAYETTE T O W N S H I P

A Community Growing Together

## Park Facility Rental Policy

Parks & Recreation Department

Phone: 412-221-8700

[SouthFayettePA.com/recreation](http://SouthFayettePA.com/recreation)

### RESERVATION & RENTAL PROCEDURES

Individuals wishing to reserve a pavilion or other park facility may make a request as follows:

- Visit the South Fayette Township website at [www.SouthFayettePA.com/recreation](http://www.SouthFayettePA.com/recreation) and go to the “Reservation and Permits” tab;

OR

- Appear in person at the South Fayette Township municipal office during regular business hours.

Please note that facilities are located in public parks, so there is the possibility that athletic events, playground use and/or other activities will be occurring during the same time as your rental.

Also, please note that facilities are in outdoor settings with elements beyond township control such as, but not limited to, weather, bugs, wildlife, pollen and wind.

**Checks are payable to SOUTH FAYETTE TOWNSHIP.**

#### Reservations

- All reservation requests (not including fields) are on a first-come, first-served basis and must be made at least fourteen (14) days in advance, and not more than one (1) year in advance, of the event date.
- Reservations are not final until approved by South Fayette Township and the renter receives an official Facility Rental Permit from the township via email.
- Only one rental per day is permitted, and the rental is valid only for the designated time on the Facility Rental Permit.
- The township may host programs or events at the facility before or after the rental period on the same day.
- Rental is valid only for the designated space indicated on permit. Renters desiring additional space (such as adjacent fields or grassy areas) must request this additional space in advance and pay any additional fees required. Use of the additional space must be approved on the Facility Rental Permit.
- All playgrounds, splash pads and restroom facilities remain open to the general public.
- No setup is permitted the day prior to the rental, and no cleanup is permitted the day after rental.
- Absolutely no food, decorations, supplies or other outside materials may be left overnight, either before or after the rental.
- Special equipment and outside contracts (bounce houses, food trucks, etc.) must be approved, insured and noted on the permit. The minimum insurance required is \$1,000,000 (\$1 million) naming South Fayette Township as an Additional Insured.
- Park rentals that are used for large groups beyond pavilion occupancy, or events that are open to the general public (whether free or charged an entrance fee), must comply with the Large Group Use and Public Events section of this policy.

## Security Deposits & Rental Fees

- Security deposits must be paid at the time of the initial reservation request. Paying the security deposit holds the desired date and time until approved by South Fayette Township. If the reservation request cannot be approved, the security deposit will be refunded in full.
- All rental fees must be paid in full at least 14 days prior to the rental date.
- If a rental fee is not paid within 14 days of the reservation date, 100% of the security deposit is forfeited, the reservation is automatically cancelled, and another date may NOT be chosen for free.
- There are resident and non-resident rental rates (NO EXCEPTIONS).
- Rental fee and security deposit payments are accepted in the form of cash, check or any major credit card. **Checks are payable to SOUTH FAYETTE TOWNSHIP.**
- The security deposit will be refunded by the township within two (2) weeks of the event if the rented facility is left in the same condition in which it was found. (Please allow an additional 5 to 10 business days for the refund to appear on your credit card.)
- The security deposit will not be returned if:
  - Township property is missing or damaged
  - Supplies or other outside materials remain at the rental site
  - The facility is not appropriately cleaned
- The person who signs the Facility Rental Application must be at least 21 years old and is responsible for ensuring the facility is clean and free from damage and that township property has not been removed from the facility.
- Surcharges and/or processing fees added to credit card payments are absolutely non-refundable.

## Cancellation and Change of Date Policy and Fees

Security deposits must be paid at the time of initial reservation. In the unfortunate situation that a rental must be cancelled or changed, the renter agrees and understands that the below policies and fees will apply:

### *Cancellation*

- Cancellations made **90 days or more** before the reservation date forfeit 50% of the security deposit
- Cancellations made **90 days or less** before the reservation date forfeit 100% of the security deposit
- If rental fee has been paid at time of cancellation, it will be refunded in full

### *Change of Date*

- Change of date for an event that is made **90 days or more** before the reservation date may choose another available date at no additional cost, but must forfeit 50% of security deposit
- Change of date for an event that is made **between 14 days and 90 days** before the reservation date may choose another available date, but must forfeit 100% of the security deposit

## RENTAL RULES

The following items are **prohibited** from being used upon, or coming into contact with, the rental property:

- Staples
- Nails
- Chalk
- Glue
- Confetti
- Glitter
- Silly String

## Trash Removal and Cleaning

Facility users must clean up and place all trash in proper receptacles.

- **Fairview Rotary and Mayview Pavilions** – Trash bags are provided to renters for the removal of all trash. The trash bags, cleaning supplies and broom are located in the kitchen area.
- **Fairview Lafayette Pavilion** - Trash bags are provided for the removal of all trash. The trash bags, cleaning supplies and broom are located in the storage area between the bathroom facilities.

Cleaning tasks for **ALL** pavilions include but are not limited to:

- Kitchen area cleaned and wiped down, sink area free of food, dirt, etc.
- All floors swept (kitchen, pavilion, bathrooms)
- All tables and picnic benches returned to original position, wiped down and free of food, mud, etc.
- Bathroom floors swept, sinks cleaned and cleared of food, mud, etc.
- Trash removed from trash bins and placed in receptacle located in pavilion parking lot. New bags placed in trash bins.

**Failure to properly clean the pavilion and surrounding area will result in forfeiture of the security deposit.**

## Pavilion Access

*Applies to the Fairview Rotary Pavilion, Fairview Mayview Pavilions and Fairview Lafayette Pavilion supply closets.*

- Locks use a keypad access code. Each approved renter receives an individual code to access the kitchen or supply closet.
- **The ACCESS CODE is the same as the renter's RESERVATION NUMBER** that is located on the Facility Rental Permit. The permit is a PDF attached to the confirmation email the renter receives once the reservation is final.
- The code is valid only for the designated date and time of reservation. Date and time are listed on the Facility Rental Permit.

## Fairview Flag Retirement Facility

- All reservation and rental procedures apply.
- A \$5 cash key deposit is required for the ceremonial fire pit.
- The key for the ceremonial fire pit must be picked up no earlier than the Wednesday prior to the rental date at the South Fayette Township municipal office during regular business hours.
- The key must be returned by the Wednesday following the date of the rental to the South Fayette Township municipal office during regular business hours. The \$5 deposit is returned when the key is returned.
- The fire pit is to be used for flag retirement ceremonies only. Grilling, bonfires and burning of trash are strictly prohibited.
- Flag facility rental does NOT include use of the nearby Lafayette Pavilion. Pavilion rental would need to be reserved and paid for in addition to the flag facility.
- Only flags made of natural fibers may be burned in the fire pit. Nylon and plastic flags create toxic fumes when burned and should instead be recycled when possible.
- Any damage or misuse of the fire pit can result in a citation and fines.

## Alcohol Permits

Alcohol use is by permit only. Additional fee applies. Alcohol may be permitted only at the following facilities:

- Fairview Lafayette Pavilion
- Fairview Mayview Pavilion(s)
- Fairview Rotary Pavilion
- Fairview Ball Fields A & B
- Boys Home Pavilion

## Large Group Use and Public Events (whether free or entrance fee)

Larger gatherings and events open to the general public, such as, but not limited to, 5Ks, festivals, community days and tournaments, not organized by the township that use township facilities must submit a Large Event Application prior to facility reservation for approval by the Parks and Recreation Department.

The only pavilions where a large event would be permitted is the Fairview Park Rotary Pavilion or the Fairview Park Mayview Pavilion. The reserving party must adhere to the following terms and conditions:

- **If anticipated attendance is beyond 200 people, the reserving party is responsible for paying a Park Impact Fee of \$100.**
- The reserving party must pay a rental fee for all park spaces or facilities used, in accordance with the Park Facility Rental Use Policy. If additional park spaces or facilities are used that were not rented, the security deposit may be forfeited.
- Prior to the event, the reserving party must provide a Certificate of Insurance with liability limits no less than \$1,000,000 and naming South Fayette Township as an Additional Insured.
- Any and all equipment and supplies must arrive and leave the facility on the day of your rental, unless otherwise approved by the township. Equipment and supplies cannot be stored at the facility. Failure to remove items will result in the loss of your security deposit and the removal of your items.
- Trash receptacles are located at each facility. Excessive trash, decorations or other debris being left at the facility may result in the loss of your security deposit.
- Music from a band, disc jockey, radio or other amplified music is permitted only during operating hours of the park. Out of respect for our neighbors, music shall not be at a volume that the noise leaves the boundaries of the facility. Noise complaints received by the Parks and Recreation Department or the Police Department may result in the loss of your security deposit.
- Additional portable toilets may be secured for use during your rental period. However, they must be obtained from the same vendor that the township has contracted for that calendar year, and the cost must be paid by the reserving party.
- At the discretion of the township, a parking plan may be required to be submitted to township staff prior to the event date. Unless otherwise permitted, cars may not be parked in areas other than designated parking lots, or the security deposit may be forfeited.
- At the township's discretion, a South Fayette police officer may be required to be present, at the expense of the reserving party. Fees are set in the township's Fee Schedule Resolution.
- At the township's discretion or at the request of a reserving party, South Fayette Township Public Works employee(s) may attend the event at the expense of reserving party. Fees are set in the township Fee Schedule Resolution.
- Use of event/party rental equipment such as, but not limited to, tents, tables, chairs, stages, bounce houses or game trailers are permitted with township approval. Delivery information must be provided to the Parks and Recreation Director. A Certificate of Insurance from the rental company naming the township as the Certificate Holder and as an Additional Insured must be provided. Food

trucks may be contracted. A Certificate of Insurance from the rental company naming the township as the Certificate Holder and as an Additional Insured must be provided. Trucks must be parked on concrete or asphalt areas and not on grass.

- Should the cost of damages or cleanup exceed the deposit, the reserving party shall be liable for additional costs, and if not paid within 30 days, shall pay any and all costs, including, but not limited to, reasonable attorney fees, filing fees and court costs incurred to collect said damages.

### Tournaments and Field Rentals

South Fayette Athletic Association members have field scheduling priority and must adhere to Township Code Chapter 183: Parks Rules and Regulations, Article VI, in addition to the following rules. When athletic fields are not in use under a township-authorized permit or permission, fields generally are available on a first come, first served basis. The following standards apply:

- Shoes and shirts are required when playing.
- No glass containers.
- No profanity or graphic gestures permitted.
- No arguing with umpires or referees.
- No tobacco, alcohol or other controlled substances allowed.
- Trash must be removed from the premises when leaving.
- No motorized vehicles, bicycles, skateboards, rollerblades or strollers allowed on fields.
- Beware of foul balls, thrown bats and other equipment that may leave the playing field.
- No batting against the fence.
- No hanging or jumping on goals.

#### *South Fayette Athletic Association (SFAA) Tournaments*

- Must submit \$75 per day security deposit, paid with a check that is post-dated to the date of the rental. Security deposit is refundable upon satisfactory inspection after the tournament.
- All reserving parties for tournaments are responsible for additional costs: extra portable restrooms, extra maintenance during off hours, etc.
- For all field rentals, SFAA members have first priority, and teams with at least 90% residents have second priority.

#### *Non-SFAA Tournaments and Field Rentals*

- Facility Rental Permit is required for any organized group of 15 or more adults (ages 18+).
- Facility request must be submitted at least **5 days in advance** and no more **than 30 days in advance**.
- Reservations are not final until approved by South Fayette Township and the renter receives an official Facility Rental Permit from the township via email.
- Security deposit will be refunded by the township within two weeks after the date field is used if the field(s) are left in the same condition they were found. (Please allow an additional 5 to 10 business days for the refund to appear on your credit card.)
- Non-SFAA field fees outlined in the Fees sections of this policy
- Non-SFAA tournaments fall under the Large Group Use and Public Events section of this policy

## PARK RULES AND REGULATIONS

**In addition to facility rental rules, failure to follow general park rules and regulations as per Township Code Chapter 183, Park Rules and Regulations will result in forfeiture of security deposit and can result in a citation and fines.**

- Park hours are sunrise until 10:00 P.M.
- Disorderly or indecent conduct and profane or offensive language is prohibited.
- Defacing or destroying park or township property is prohibited.
- Disposing of hazardous or toxic waste at township parks is prohibited.
- Driving or parking on grass or turf areas is prohibited.
- Open fires are allowed only in grills. Grilling, bonfires, trash burning and other unauthorized uses are strictly prohibited at the flag retirement facility's fire pit.
- Pets must remain on leashes at all times.
- Owners are required to clean up after their pets and appropriately dispose of pet waste.
- The speed limit in all parks is 15 miles per hour unless otherwise posted.
- Games, contests or sports are permitted only in areas designated for such use.
- Soliciting or holding public meetings without permission of the township is prohibited.
- Operating for-profit activity on township property without written township approval is prohibited.
- Dumping or disposing of refuse not accumulated in the park is prohibited.
- Archery equipment is prohibited.
- Weapons of all kinds are prohibited, except those possessed by law enforcement officers in the execution of their duties.
- Failure to comply with the above rules and regulations may result in forfeiture of security and cleaning deposit, payment of additional damage fees, if applicable, and loss of privileges for use of the facility.
- Any person who violates or permits the violation of any provision of Township Code Chapter 183: Park Rules and Regulations, upon conviction thereof in a summary proceeding brought before a District Justice, will be guilty of a summary offense and shall be subject to the payment of a fine, not less than \$250 for the first offense, not less than \$600 for the second and subsequent offense, plus the cost of prosecution. Each section or provision of the chapter that is violated shall constitute a separate offense, and each day or portion thereof in which a violation of this chapter is found to exist shall constitute a separate offense, each of which violations shall be punishable by a separate fine imposed by the District Justice in the amounts stated herein. Township Police and the Planning Director are appointed to enforce this ordinance. The township reserves the right to prohibit persons from using township park facilities in the event of repeated violations of any of the provisions of this ordinance or in the event of a singular violation that causes or risks serious harm to persons or property.