

# Borough of Waterford Park Use Application

\*\*All applications should be submitted for review and approval no later than 30 days prior to the event.\*\*

Applicant Name:	Phone: (     )	
Address:		
City:	State:	Zip Code:
E-mail address		

**Please select which park you are requesting.**

Gazebo Park                     
  Ball Field                     
  Porter Park

*There is a \$50.00 fee for park reservations plus a \$25.00 clean-up deposit that will be refunded following your event's inspection. This fee must be sent with the application for approval.*

Please describe the reason for rental:	
Dates being requested	Times of use:
Name and Phone Number of Person Responsible on Day of Event:	
Phone: (     )	

*I have read and agree to all of the requirements as stated in the Policies and Procedures for Use of Borough Facilities on the reverse side of this application. I understand that as the person signing this form, I am jointly responsible with the organization running the event for the clean-up and any damages to the facility. My \$25.00 clean-up deposit will be retained if the facility is left in disarray following use.*

Signature:	Date:
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Please mail completed application with rental fee (proof of insurance for events over 200 people) to:

**Park Rental  
PO Box 486  
Waterford, PA 16441**

For inquiries please call: (814) 796-2084 or email [jblose@waterfordboro.net](mailto:jblose@waterfordboro.net)

Office Use Only

Application was                      (   ) Accepted                      (   ) Denied  
Reasoning:

Amount Paid: \_\_\_\_\_                      Permit #: \_\_\_\_\_                      CU Deposit Rec: \_\_\_\_\_  
Check #: \_\_\_\_\_                      Permit Issue Date: \_\_\_\_\_                      CU Deposit Ret: \_\_\_\_\_

# Policies and Procedures For Use of Borough Parks

- Applicant is required to complete a full application and may be required to provide a copy of their driver's license or other form of identification at the time of permit issuance.
- Fees for use of Borough Facilities are to be made payable to "Borough of Waterford."
- Permits are subject to cancellation if the approved event is pre-empted by a scheduled Borough event. In this case a full refund would be issued.
- Applicant is responsible to maintain field/room conditions to the best of their ability. Applicant will be held financially responsible for any damages done to any equipment or to any park facility.
- Applicant is responsible for the clean up of all areas, to include benches, bleachers, and pavilions, at the conclusion of the event. Trash cans are provided at all facilities.
- Alcoholic beverages are not permitted at a Borough park.
- Smoking is not permitted at any Borough park.
- In case of inclement weather or poor field conditions, the Borough reserves the right to suspend activity on any park facility.
- Applicant is responsible for the conduct of its team/organization as well as the spectators/visitors.
- Applicant must have an approved copy of a permit in their possession at all times during facility usage.
- Small EZ-Up style tents may be placed in Porter Park, Gazebo Park and on the baseball field, provided they do not encroach upon the street right-of-way and do not obstruct vision. Tents may NOT be tied to trees or park structures. Tent stakes must be completely removed following use.
- The rental fee is a flat rate \$50.00 per day plus a \$25.00 clean-up fee. The clean-up fee will be refunded if the park is in good order following your event. Rental fees must be sent in with permit application and can be a check or money order made out to "Borough of Waterford." Please refrain from cash, though it is still accepted.
- Approved permits will be mailed to the address listed at the top of the application.
- The Borough reserves the right to void/suspend use by any organization that does not comply with these requirements.