

BOROUGH OF WILKINSBURG
*******PERMIT APPLICATION*******
For use of PUBLIC PROPERTY - MUNICIPAL BUILDING

DATE OF APPLICATION: _____

- COUNCIL CHAMBERS
- 1ST FLOOR LOBBY AREA
- 1ST FLOOR CONFERENCE ROOM (BOROUGH MGR. OFFICE SUITE)
- 3RD FLOOR AUDITORIUM
- LIBRARY (Designated Areas)

NAME OF ORGANIZATION: _____

ADDRESS OF ORGANIZATION: _____

CONTACT PERSON (NAME): _____

ADDRESS OF CONTACT PERSON: _____

PHONE NUMBER OF CONTACT PERSON: _____

DATE OF EVENT: _____ START TIME: _____ FINISH TIME: _____

NAME AND DESCRIPTION OF EVENT: _____

LOCATION OF EVENT: _____

ON SITE CONTACT PERSON/PERSONS: _____

ADDRESS: _____ PHONE _____

APPROXIMATE NUMBER OF PARTICIPANTS: _____

REQUESTS/SPECIAL INSTRUCTIONS: _____

*******PERMIT WILL BE SENT DIRECTLY TO APPLICANT*******

THE FOLLOWING RESTRICTIONS APPLY:

Permit holder is responsible for clean up after event(s).

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COPIES PROVIDED TO:

| | | |
|--------------|------------|-----------------------|
| W.C.E | DATE _____ | |
| D.P.W. | DATE _____ | ROY CLARK |
| EAPHS | DATE _____ | STEPHEN SHURGOT |
| P.B.F. #16 | DATE _____ | DARRYL E. JONES |
| P.A.T. | DATE _____ | CHUCK ROMPALA |
| W.P.D. | DATE _____ | CHIEF OPHELIA COLEMAN |
| BOROUGH MGR. | DATE _____ | MARLA P. MARCINKO |

ADDITIONAL SERVICE NEEDS: _____

APPROVED

DISAPPROVED

CHIEF OF POLICE OR DESIGNEE

BOROUGH MANAGER

REMARKS:

BOROUGH OF WILKINSBURG
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WAIVER OF BOROUGH LIABILITY

I (WE) THE UNDERSIGNED, DO HEREBY AGREE THAT AS A CONDITION TO THE BOROUGH OF WILKINSBURG EVENT PERMIT, AND IN ORDER TO HOLD AN EVENT WITHIN THE BOROUGH OF WILKINSBURG, TO INDEMNIFY AND HOLD HARMLESS THE BOROUGH OF WILKINSBURG FROM ANY EXPENSES, DIRECT OR INDIRECT, AND ANY CLAIMS, DEMANDS, OR CAUSES OF ACTION WHATSOEVER, IF ANY, ARISING BY REASON OF THE USE OF PUBLIC PROPERTY FOR THE EVENT AS DESCRIBED ON THE ATTACHED PERMIT.

FURTHER, I (WE) DO HEREBY AGREE THAT CLEAN UP OF THE FACILITY AND RESTORATION IS THE RESPONSIBILITY OF THE PERMIT HOLDER AFTER EACH EVENT(S)

IN WITNESS WHEREOF, THE PARTIES HERETO BY THEIR PROPER SIGNATURES DO HEREBY EXECUTE THIS WAIVER THIS _____ DAY: of _____, 2014.

WITNESS:

BOROUGH OF WILKINSBURG OFFICIAL

PERMIT HOLDER

PERMIT HOLDER (#2) IF APPLICABLE

ORGANIZATION

**PLEASE ATTACH A COPY OF YOUR ORGANIZATION'S INSURANCE CERTIFICATE OF INSURANCE.

Revised 3/26/14

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CHAPTER 11

§11-1. Use of Borough Building.

C. (3) Designate the individual member of the organization in charge of cleaning and locking up.

(4) Pay fee in accordance with the following schedule which may be revised from time to time by resolution:

- a. A deposit of \$25 for use of room if meeting is only one time.
- b. A deposit of \$50 if use is monthly, on a regular basis.
- c. Said deposit is refunded if room is in condition it was before meeting began. Deposit shall not be returned if room is in disrepair, not cleaned or in any way damaged. If damages exceed amount of deposit, the organization will pay for all repairs and will no longer be permitted to utilize a Borough Building public room.

This reflects a portion of Chapter11 of Wilkinsburg Code and not in its entirety.

| FEES | | |
|------------------------------------|---|-----------------|
| \$25.00 Deposit | One time use fee | \$ _____ |
| \$50.00 Deposit | Monthly use fee and on a regular basis | \$ _____ |
| Refund of Deposit | _____ YES | _____ NO |
| If damages please describe: | | |
| | | |