



## **PARK SHELTER RESERVATION & RENTAL POLICY**

All Borough Park Shelters and Restroom facilities are open from early April through the end of October, 8 AM – 11 PM; Triangle Park Gazebo is open 8 AM to 9 PM

Applications can be accessed by visiting our website at [www.bridgevilleboro.com/parks-recreation](http://www.bridgevilleboro.com/parks-recreation) and are taken first come, first served, beginning March 1<sup>st</sup> of each year for residents and March 15<sup>th</sup> for non-residents. Full payment for both the rental and security deposit must be received with the application for the date to be approved and to secure the rental.

Applications may be submitted as follows:

- In-person at the Borough office between the hours of 8:00 AM and 4:00 PM.
- By telephone at 412-221-6012 x 110 or email – [info@bridgevilleboro.com](mailto:info@bridgevilleboro.com)

Cash, check and credit card payments are accepted.

- Check payments (preferred) – Two separate checks are required. One check is for the rental and the other is for the security deposit. Checks are to be made payable to Bridgeville Borough.
- Credit Card payments are subject to an additional \$3.00 minimum fee.

Details to know about your shelter permit.

- It is only for the date and time stated on your application.
- It does not imply exclusive use of the entire park; the permit is for the shelter only.
- The person that signed the application must be present and is responsible for all of the people in the party and liable for any and all damage incurred during the rental.
- All live entertainment, DJs, and inflatables must be approved by the Borough Manager.
- No parking on grass, including driving to Chartiers Park Shelter No. 3.
- No open fires
- No glass containers
- No controlled substances

To ensure your Security Deposit is refunded.

- Return all picnic tables to their original location.
- All trash must be taken to the dumpster (with the exception of Cook School Park – bags of trash are to be tied up and left in cans).

If you have to cancel your reservation.

- For a full refund, you may cancel up to TWO weeks prior to the event.

Bridgeville Police patrol the parks and will determine closing the parks due to inclement weather. There are no refunds for inclement weather.

Should a problem arise during your rental, phone the police non-emergency line at 412-279-6911.