

## **GENERAL RULES FOR USE OF CITY FACILITIES OF THE CITY OF FARRELL**

It is the City's policy that outside use of any City Facility shall not interfere with the daily routine of any City activity or operation. All Renters must submit a City Facility Request Form available by contacting the City. The City Manager's Office has the sole discretion to approve/disapprove the use based on the best interests of the City of Farrell. Reservations for City Facilities will only be accepted up to thirty (30) days in advance. Reservations will be taken on a first come, first serve basis and are subject to City Manager's Office staff approval. **IMPORTANT:** there will be no deposit refunds for cancellations made less than 24 hours from the reserved time. Cancellations may be made up to 24 hours in advance of the reservation to receive a deposit refund.

*City Facilities are closed on all designated City holidays.  
City Facilities are available for rent from 7AM to 10PM daily.*

### **SECURITY**

- Reservations requiring security must be made at least two weeks in advance of use at the renter's expense.

### **FEES/DEPOSIT**

- There is a \$25/day fee is required when submitting the request form.
- A refundable, \$100 deposit is required when submitting the request form. (Deposit is refundable after inspection of the property.)
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### **PRIVATE EVENT - ALL PRIVATE EVENT REQUIREMENTS**

- Security – **MUST** be pre-approved by the City Manager or designee and the cost is required when submitting the request form.
- All group or organizations using Veterans Square or Emerson Ave Playground must provide a **CERTIFICATE OF INSURANCE** naming the City as additional insured for the day(s) of the event (\$1,000,000 limit of liability).
- If applicable, the event flyer must be attached.

### **CITY FACILITY USE**

- Smoking is not permitted in any City Facility.
- Alcoholic beverages are not permitted in any City Facility.
- Must provide trash can liners.
- Nothing shall be attached in any way to the walls, doors, floor, ceiling, fixtures or any other part of any City building.
- Renter shall be responsible for general clean-up and removal of any garbage/debris.
- Renters who do not return the Facility to adequate condition will be denied future use of City Facilities and may not receive a refund of deposit.
- Any group wishing to use the sound system in the Council Chambers must first obtain permission from the City Manager or designee. The system may only be operated by authorized City personnel and a fee to cover the City's cost may be charged to the Renter.
- The applicant shall be responsible for any and all damage to the City's premises and property and shall be responsible for all actions, behavior and damages caused by their guest/attendees.
- The City is not responsible for accidents, injury, illness or loss of group or individual property.

# CITY FACILITY REQUEST FORM

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

## MEETING/EVENT INFORMATION

- Facility Requested (check one):
- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Veterans Square<br><i>Corner of Darr &amp; Federal</i>       | <input type="checkbox"/> Emerson Playground<br><i>Corner Emerson &amp; Union</i> |  |
| <input type="checkbox"/> City Council Chambers<br><i>500 Roemer Blvd.</i>             | <input type="checkbox"/> City Conference Room<br><i>500 Roemer Blvd.</i>         | <input type="checkbox"/> Little League Field<br><i>Corner Wallis &amp; Federal</i> |
| <input type="checkbox"/> SW Gardens Playground<br><i>Between Stevenson &amp; Neeb</i> | <input type="checkbox"/> Other: _____  |  |

*\*To reserve the Farrell Fire Department Meeting Room, please contact the Farrell Department at (724) 983-2707*

Date(s) Request (include day of week): \_\_\_\_\_

Time Requested (including prep.): FROM: \_\_\_\_\_ TO: \_\_\_\_\_

Meeting Purpose/Event Name: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_ Special Request: \_\_\_\_\_

- Electric Required  Restrooms Required \_\_\_\_\_
- Police Security Required # hours \_\_\_\_\_  
(2 minimum) \_\_\_\_\_

## CONTACT INFORMATION

Contact Person: \_\_\_\_\_

Government Entity or  
Non-Profit Organization: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

*I hereby state that I have read the General Rules for Use of City Facilities of the City of Farrell relative to the use of the identified City Facility and agree to all rules therein stated and that the intended meeting meets all the criteria stated therein. My organization agrees to indemnify, defend and hold the City of Farrell and its employees harmless from any claim made arising during or because of our use of the building. We will not hold the City of Farrell responsible for any injury or illness sustained while participating in an activity at the building. I fully understand that medical insurance is the sole responsibility of the participants. I, the undersigned, have the authority to sign this agreement on behalf of my organization. City of Farrell reserves the right to cancel at any time.*

## SIGNATURE OF RENTER/ PERSON RESPONSIBLE: \_\_\_\_\_

CITY USE ONLY		
APPROVED BY:		DATE
Deposit	\$	
Deposit Refund	\$	
Security Cost	\$	
<input type="checkbox"/> Copy Given to Police Dept. – Fire Dept. – Public Works Dept.		