

# CITY OF PITTSBURGH

## Department of Public Works

611 Second Avenue  
Pittsburgh Pa 15219

Phone 412-255-2370 Fax 412-255-2728

Mavor: Luke Ravenstahl

Director: Robert W. Kaczorowski

## *Shelter Permit Application*

A separate application must be filled out for each shelter being requested

Date of Application: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Primary Phone Number: \_\_\_\_\_ Secondary Phone Number: \_\_\_\_\_

Please check the shelter to be rented: \_\_\_\_\_ Expected amount of guests: \_\_\_\_\_

Date shelter is being requested: \_\_\_\_\_ Prices indicate with or without alcohol

### HIGHLAND PARK

\_\_\_\_\_ Lake Point Shelter \$150.00 / \$75.00  
\_\_\_\_\_ Memorial Grove \$150.00 / \$75.00  
\_\_\_\_\_ Maple Grove \$150.00 / \$75.00  
\_\_\_\_\_ Hawthorne Grove \$150.00 / \$75.00  
(open space)

\_\_\_\_\_ Rhododendron Shelter \$300.00 / \$225.00  
\_\_\_\_\_ Pool Grove Shelter \$150.00 / \$75.00  
\_\_\_\_\_ Sycamore Grove \$150.00 / \$75.00  
\_\_\_\_\_ Stanton Grove \$150.00 / \$75.00  
(open space)

\_\_\_\_\_ Bigelow Grove \$150.00 / \$75.00  
\_\_\_\_\_ Elm Grove \$150.00 / \$75.00  
\_\_\_\_\_ Lake Grove \$150.00 / \$75.00  
(open space)

### FRICK PARK

\_\_\_\_\_ Forbes & Braddock \$150.00 / \$75.00

### SCHENLEY PARK

\_\_\_\_\_ Bartlett Shelter \$150.00 / \$75.00  
\_\_\_\_\_ Overlook Shelter \$150.00 / \$75.00  
\_\_\_\_\_ Oval Shelter \$115.00 / \$40.00

\_\_\_\_\_ Westinghouse Shelter \$150.00 / \$75.00  
\_\_\_\_\_ Camp David Lawrence \$150.00 / \$75.00  
\_\_\_\_\_ Vietnam Veterans Pavilion \$345.00 / \$270.00

\_\_\_\_\_ Anderson Shelter \$150.00 / \$75.00

### RIVERVIEW PARK

\_\_\_\_\_ Activities Building \$345.00 / \$270.00

\_\_\_\_\_ Chapel \$345.00 / \$270.00

\_\_\_\_\_ Valley Refuge \$150.00 / \$75.00

### VARIOUS LOCATIONS

\_\_\_\_\_ West End Shelter \$225.00 / \$150.00  
\_\_\_\_\_ Banksville Park \$225.00 / \$150.00  
\_\_\_\_\_ Mellon Park Shelter \$150.00 / \$75.00

\_\_\_\_\_ West End Elliott Overlook \$345.00 / \$270.00  
\_\_\_\_\_ McKinley Park \$150.00 / \$75.00

\_\_\_\_\_ Sheraden Park \$150.00 / \$75.00  
\_\_\_\_\_ McBride Park \$150.00 / \$75.00

By signing this application, the undersigned individual represents, stipulates, contracts and agrees that, upon receipt of a permit pursuant to this Application, the Applicant (then "Permit Holder") shall indemnify and hold the City of Pittsburgh and its servants, agents, and employees, harmless against liability, including court costs and attorney's fees, and attorney's fees on appeal, for any and all claims of property damage or injury to or death of persons arising from the Permit Holder's use of the permitted facility (the "Premises") and/or arising from any act, error or omission of Permit Holder or of any agent, volunteer, invitee, or player of Permit Holder at the Premises. *This indemnification shall include all possible claims of negligence that could be asserted against the City and its agents, by any entity.*

**NOTE:** This Application is hereby incorporated by reference into any permit that is granted by the City; however, this Application is itself NOT a permit. You must also have a permit issued by the City prior to using the requested facility.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

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Mayor: Luke Ravenstahl

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## *Shelter Permit Application*

### APPLICATION INFORMATION

- ❖ A completed application
- ❖ Applications will be considered on a first-come first-serve basis
- ❖ Must show proof that applicant is 21 years of age in order to obtain permit.
- ❖ The fees include alcohol permit.
- ❖ Will accept certified checks, organizational checks, money orders, made payable to the *Treasurer, City of Pittsburgh*
- ❖ Please visit our web site <http://www.city.pittsburgh.pa.us/pw/html/shelters.html> for amenities and areas that are included with the shelter as well as Picnic Shelter Information Guide.

### REGULATIONS AND GUIDELINES

- ❖ The hours stipulated on the permit include set up and clean up time; shelters will not be opened in advance of the permitted time. Activities may be held only in the area designated by the permit.
- ❖ There shall be no defacing of the building (ORD 473.01a); signs and banners must be affixed so it causes no damage (ie: no nails, push pins or tape that will remove paint); signs or banners, used as directional and/or informational throughout the park, must be removed before the permit expires.
- ❖ There shall be no defacing of trees and/or shrubs (ORD 473.01b)
- ❖ Refuse generated by the permit holder must be collected and properly disposed of in the receptacles provided (ORD 473.02b). If there are no receptacles permit holder responsible for removing rubbish and debris from site. Plastic, paper and cardboard must be recycled if recycling receptacles are provided. No glass allowed (ORD 473.08); violators subject to fines between \$50.00 and \$500.00.
- ❖ Restroom must be left clean and orderly (ORD 473.01a).
- ❖ Cooking is permitted only in designated areas; permit holders, using the outdoor grills provided at the shelter, must use their own charcoal, clean out the grill and dispose of the used charcoal properly and safely (ORD 473.04c).
- ❖ Vending is prohibited (ORD 477.01c).
- ❖ Noise levels, including sound equipment, must conform to Ordinance 601.04; picnics with a band/DJ must secure a police officer for security purposes.
- ❖ Capacity permitted within the shelter shall conform to the provisions of Article 800 of the Pittsburgh Building Code.
- ❖ Vehicles are to park in approved parking locations only. (parking lots, off street, etc.) Vehicles are not to park on the grass and will be ticketed and towed. (Ordinance 473.01a) Service roads are for authorized government vehicles only, not the permit holder and/or guests.
- ❖ Shelters will not be left open; if the permit holder fails to make contact with the park staff before the staff leaves for the day the permit will be considered cancelled and staff will not be called back to open the shelter.
- ❖ This permit entitles the permit holder to use the shelter and grounds; if additional activities are planned (ie: petting zoo, pony ride, moon walk, tents, etc.) the permit holder must provide a Certificate of Liability Insurance naming the City of Pittsburgh as an additional insured (ORD 473.01a).
- ❖ The Department of Public Works (DPW) reserves the right to extend priority to programs which are sponsored and scheduled by other City Departments; also in the event of an emergency the Director or their designee reserves the right of decision.
- ❖ No permit fee shall be returned unless DPW receives a written and dated request of cancellation at least thirty (30) days prior to the date of the permit-**weather is not considered a valid reason** for cancellations; a processing fee of ten \$10.00 dollars will be retained.
- ❖ DPW personnel will determine if the above requirements have been satisfactorily fulfilled.
- ❖ Park hours are 6 a.m. to 11 p.m. with exceptions if noted within the permit (Ordinance 473.07a)
- ❖ Permits are non-transferable.
- ❖ No fees may be charged for admission to any part of the premises.
- ❖ For more information, call the Permit Office @ 412-255-2370, hours of operation are Monday–Friday, 7:00 AM–3:00 PM