

Nemacolin, Inc.
Public Reservation Policy
General Information - Rules and Regulations
for Pavilion / Park Private Event Rental

Welcome to Nemacolin's Parks and Recreation facilities! The following information is provided so that you and other visitors will have an enjoyable experience while reserving one of our facilities for your event.

1. An application must be submitted for any planned Pavilion gathering lasting one (1) hour or more.
2. Pavilions are priced per time period. Available time periods are:
 - a. Daytime: 9:00 AM - 3:00 PM
 - b. Evening: 4:00 PM - 10:00 PM
3. If you are reserving two or more consecutive time blocks, the hour in between is included in your reservation.
4. Reservations are not accepted by phone. Inquiries for available dates may be made by calling 724-833-0193. Reservations are not final until rental agreement and fees due are received.
5. Reservations are taken on a first-come, first-serve basis.
6. The application fee must be paid in full and accompany all reservation requests.
7. A cancellation of the reservation must be made two (2) weeks prior to the reservation date or it will result in forfeiture of the reservation fee.
8. Nemacolin, Inc. has full authority to refuse to rent any facility to any person, group or organization, which in the opinion of Nemacolin, Inc. will, or has, previously misused or damaged a park facility, refused to cooperate, failed to properly clean the facility after said use, or otherwise violated and of the Rules & Regulations for the use of park facilities or the Rules & Regulations for the use of the park in general.
9. Nemacolin, Inc. will not be responsible for any items left on the premises, either stored or otherwise. All belongings must go with you when you leave the facility and park grounds.
10. The applicant is responsible for set-up and clean-up of all tables, chairs, decorations including balloons and tape on tables and any additional cleaning you may consider necessary on the day of the event. Please do not use duct tape on any Nemacolin-owned buildings or tables and no stapling of table coverings on picnic tables. Doing so will be grounds for the forfeiture of your deposit.
11. Refuse is to be deposited in trash receptacles. All directional signs and excessive refuse must be removed at the conclusion of your event. Trash bags and/or containers of trash are not to be left behind on the ground or tabletops. Those renting the facility are responsible for providing the necessary garbage bags for clean-up. Garbage bags must not over-stuffed so that they can not be properly secured. Loose or unsecured garbage bags that allow garbage to spill out could result in the forfeiture of your Clean-Up/ Damage Deposit.
12. Pavilion reservation **does not** include the exclusive reservation of surrounding areas or facilities. Be advised Nemacolin park is open and available to the public from dawn to dusk. Common areas of the park are shared areas. This could include, but not limited to the basketball courts, baseball fields or playground equipment.

13. Signs relative to the event may only be posted at the park on the day of the event and must be removed at the end of the event. Do not use duct tape. Do not place signs over existing park signs.
14. Nemacolin, Inc. cannot provide additional tables and seating. If your event requires more than is available, you may bring your own folding tables and chairs.
15. Pets must be leashed.
16. Vehicles are only permitted on established roadways and designated parking. No parking or driving on any grass areas in the park. If caught, this would be grounds for the forfeiture of your Deposit.
17. Standing on benches, chairs or tables is not permitted.
18. The applicant is responsible for any damage, acts of vandalism or theft that occur during the time that the facility is scheduled for use. The applicant will be billed for any additional staff time and repairs due to any damages. If the applicant refuses to pay, legal action may be taken. In any case, the applicant will not be allowed to use any Nemacolin facility until full payment has been made.
19. The use of amplified sound equipment by a disc jockey or band, inflatable jump houses or similar game-type structures are not authorized without ten (10) days prior written approval by the Director of Parks and Recreation in advance of the reserved pavilion date.
20. It is the applicant's responsibility to inform all caterers, musicians, florists and other vendors and guests of the specific terms of the rental.
21. Absolutely no illegal substances are allowed on Nemacolin property.
22. No firecrackers, torpedoes, rockets, or other fireworks or explosives of flammable material on park property.
23. Do Not take garbage cans from other areas of the park. Moving garbage cans is grounds to forfeit your deposit.
24. The applicant must be present on-site during the entire rental period, including set-up and breakdown.
25. Use of tents and/or canopies must be pre-approved by Nemacolin, Inc. Parks and Recreation Department staff.
26. No mechanical rides, water slides, or any form of activity that involves the use of continuous running water.
27. **Amplified Sound** (*i.e., bands, DJs, PA systems, large speakers, car stereos, etc.*) must be approved for use; permit holders must obtain written permission from the Department for use of amplified sound where permitted. Please contact the Customer Service Office to inquire about having amplified sound added to your permit. When approved, amplified sound shall not travel beyond **one hundred fifty (150)** feet of the pavilion.
28. A small, personal music device (*i.e., a radio or DVD player or small Bluetooth speaker*) is acceptable for use at any pavilion. Sound shall not travel beyond **fifty (50)** feet of the pavilion.
29. If you are going to set-up any amusement activities such as a moon walk, climbing wall, bouncing device, slide or pony rides, etc. in your rental area, you must notify Nemacolin, Inc. in writing and Nemacolin, Inc. must give its written approval. In addition, you must provide an Insurance Certificate naming Nemacolin, Inc. as an Additional Insured. Providing a Certificate of Insurance is not sufficient. Nemacolin, Inc. must be named as an Additional Insured.
30. **You MUST have your permit on hand at the time of your event. Please be prepared to present it upon request.**

31. Renter must be 21 years of age and must be present during the rental.
32. Acceptable payments include: cash, money order, check.
33. Proof of non-profit status is required when reserving a pavilion in order to receive the discounted non-profit rate.
34. Nemacolin, Inc. personnel inspect each facility after each rental. If the area has not been cleaned-up or if there is damage, then the Clean-Up/ Damage Deposit will be forfeited. If the personnel that inspected the area say that the area has not been properly cleaned-up or that damage has occurred, there is no appeal.
35. The individual, group or organization renting a City of Clairton Park facility agrees to indemnify, defend and hold harmless Nemacolin, Inc., its agents, servants and
36. employees from any and all liability whatsoever, including claims for personal injury (including death), property damage or other loss, resulting from the individual, group or organizations use of the City of Clairton Park facility. The renters assume all responsibility for their event and are responsible for the conduct and behavior of those who attend said event.
37. Nemacolin, Inc. is not responsible for any power outages that may occur due to "Acts of God" or because of equipment or distribution problems outside the control of or the responsibility of Nemacolin, Inc. There will be no partial or total refunds given due to problems of this nature.
38. All Fees are subject to change.

Fee schedule for pavilion rental:

		Fee (resident)	Fee (non-resident)	Deposit (refundable)
Half day (6 hours)		\$25.00	\$50.00	\$50.00
Full Day		\$50.00	\$75.00	\$75.00
Half day (6 hours) w/ electric		\$75.00	\$100.00	\$50.00
Full Day w/ electric		\$100.00	\$125.00	\$75.00