



## Picnic Shelter Permit Regulations and Guidelines

Carefully review the rental terms and conditions below. Failure to comply with these terms and conditions can result in revocation of your shelter permit and forfeiture of your permit fees. If you have questions prior to your rental date please contact the Public Works Permit Office at (412) 255-2370.

- 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. Premises must be vacated by 9:00 PM.
- Permit must be available on the premises during the permitted hours and clearly displayed in the display box provided in front of or on the shelter.
- 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 473.0 1b**).
- Refuse generated by the permit holder must be collected and properly disposed of in the receptacles provided (ORD 473.02b). Plastic, paper and cardboard must be recycled if recycling receptacles are provided No glass allowed (**ORD 473.08**); violators subject to fines between \$50 and \$500.
- Restrooms 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 without a permit (**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 locations only. Service roads are for authorized government vehicles only - not the permit holder or guests. Parking on lawns is strictly prohibited and all damages will be assessed to the permit holder (**ORD 473.03b**).
- 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 zoos, pony rides, moon walk, tents, etc) the permit holder must provide a Certificate of Insurance naming the City of Pittsburgh as an additional insured (**ORD 477.01d**).
- 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 cancellation; a processing fee of ten (\$10.00) dollars will be retained.
- DPW personnel will determine if the above requirements have been satisfactorily fulfilled.
- Permits are non-transferable (**ORD 477.01d**).
- No fees may be charged for admission to any part of the premises.