

**BOROUGH OF PITCAIRN  
OPEN SPACE PERMIT APPLICATION**

DATE AND TIME PERIOD OF RESERVATION: \_\_\_\_\_

OPEN SPACE AREA RESERVED \_\_\_\_\_

APPLICANT / ORGANIZATION NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT INFO: \_\_\_\_\_

DRIVER'S LICENSE NO: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

LIGHTING OR ELECTRIC REQUESTED:      Lighting: Yes  No       Electric: Yes  No

\*additional fee required for Lighting and/or electric .

**FEES:**

Fees for the use of Borough Open Space in and around the Park Building Area and Baseball outfields are set by Borough Council. See attached use open space policy including current fee schedule for open space use. **There is an additional fee for a permit including lighting and/or electric.** There is also a \$300.00 security deposit that will be returned to the applicant provided there is no damage to borough property.

**RULES OF USE:**

The Borough of Pitcairn requires strict compliance with all Borough ordinances, in addition to use of fields policy set forth on the attached schedule, the following rules shall be in place at all times:

1. Open Space permit shall be for an eight hour time period ending no later than 10:00 p.m., unless alternate times are approved by the Borough Manager.
2. No glass is to be used on any Borough Property .
3. All trash must be placed in the provided refuse containers at the end of each day .
4. No trespassing on adjoining properties.
5. All activities should be conducted with consideration of neighboring property owners
6. Amplified sound shall not be of a magnitude that it will disturb borough residents.
7. Open space usage is restricted to ball field outfields south of the fence by the park building only and does not include grassy area around park building, sidewalk or driveway areas or ball field infields, dug outs, etc .

**COMPLIANCE WITH LOCAL ORDINANCES:**

Compliance with Borough Laws and Ordinances are ultimately the responsibility of the petitioning organization. The Borough reserves the right to enforce any and all of its Codes, Laws and/or ordinances including the right to issue citations with no prior warning. The Borough also reserves the right to immediately revoke the field use privileges for the facility if it is determined that any of the above ordinances are being broken.

**REQUIREMENT TO MAINTAIN INSURANCE**

Applications will be finally approved by the Borough Manager. Approved Applicant for use of a Borough Facility, shall maintain comprehensive general liability insurance for all occurrences, including but not limited to bodily injury, personal injury, damage to property of others, and death, with respect to the facilities having a limit or limits as prescribed by Borough rules. **Such policy shall name the BOROUGH OF PITCAIRN as an additional insured** and shall further specify that the insurance may not be cancelled or changed without fifteen (15) days prior written notice to the Borough. A copy of such policy or a certificate of insurance, as well as proof of payment of premium, shall be provided to the Borough. Borough of Pitcairn shall not be liable to the user or to any insurer of the user claiming by way of subrogation through or under the user with respect to any loss, damage, injury or death to the extent the user shall be reimbursed or has the right to be reimbursed out of hazard insurance carried with respect to such loss, damage, injury, or death. The user shall execute a waiver of subrogation. In the event user's insurance policies do not already provide to waiver of subrogation, the user agrees to obtain a waiver of subrogation endorsement from it insurer."

Attach copy of Certificate of Insurance or Insurance Policy with "30 day Notice of Cancellation privilege"

**The user shall hold harmless the Borough of Pitcairn, its employees and elected and/or appointed officials any liability in the event of property damage, personal injury or death in the use of Borough facilities.**

**THE APPLICATION FOR USE OF A BOROUGH FACILITY IS NOT TO BE CONSTRUED AS PERMISSION TO USE THE FACILITY.** A separate permit will be provided upon approval of the application. Send the completed application to the building principal. Applications will be finally approved by the Borough Manager.

**I HEREBY ACKNOWLEDGE THAT I HAVE READ THIS APPLICATION, INCLUDING THE ATTACHED RULES REGULATIONS AND FEE SCHEDULE AND I FURTHER ACKNOWLEDGE THAT I UNDERSTAND AND AGREE TO THE RULES AND REGULATIONS AS SET FRTH HEREIN.**

Signed: \_\_\_\_\_

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

**PITCAIRN BOROUGH**  
**OPEN SPACE POLICY**

I. **PERMIT USE ONLY:**

1. Permits must be obtained at the Borough Building **only**.
2. Permits may only be issued by the Borough Manager and/or other designated Borough official.
3. Permit must be available to view while using Borough Open Space for which the permit was issued.
4. Injury insurance policy must be attached to the permit application.
5. Lighting where the Borough has lighting available and/or running of a line for electricity may be available in open space with the additional lighting and electric permit fee.
6. All activities must end by 10:00 p.m. each day.
7. Pitcairn residents or groups with 75% Pitcairn residents will have first choice obtaining an open space permit.
8. Open space permits will not be issued where there will be a conflict with Park Building or ball field usage.
9. Permit fees are as follows:
  - a) \$150.00 per eight hour permit without lights/electricity.
  - b) \$200.00 per eight hour permit with lights after dusk.
  - c) \$250.00 per eight hour permit with electrical drop and lights after dusk.
10. Any organization including either Pitcairn residents or non-residents **must** apply for the use of Borough Open Space with fees as stated.
11. All Pitcairn Borough Ordinances and Park rules must be followed and will be enforced.
12. Pitcairn Borough retains the right to refuse and deny permits for the use of Borough Open Space and also the right to waive any fees attached to a permit.
13. Failure to obtain permit shall result in a fine of \$300.00; ejection from the Borough property and possible loss of future use Borough Properties, including but not limited to Open Space, Park Building, Ball fields, Sugar Camp, etc.