

COLUMBIA BOROUGH
PO Box 509
308 Locust Street
COLUMBIA, PA. 17512

APPLICATION FOR USE OF FACILITIES

Name of Organization _____ Date _____

Non-Profit? Yes No

Will an admission fee be charged? Yes No If yes, amount? _____

Specific purpose of use: _____

Site requested: _____

From---Date---To

From---Hours---To

Facilities required:

Market House Restrooms Council Chambers River Park
 Makle Park Rotary Park Other (list) _____
 Municipal Parking Lot Street Parking (list) _____
 Borough Street(s) (list) _____

Equipment / Personnel required:

Police Services Fire Police Services Fire Company Services
 Custodian Office Personnel Highway Personnel
 Tables/Chairs Sound System Safety Cones
 Street Barriers/Postings Street Sweeper Dump Truck
 Pick-up Truck Backhoe Other (list) _____

THE BOROUGH HAS THE RIGHT TO ASSIGN ADDITIONAL SECURITY AND OTHER PERSONNEL AS NEEDED. YOUR ORGANIZATION WILL BE SUBJECT TO FEES FOR THESE SERVICES. YOUR ORGANIZATION MUST PROVIDE A CERTIFICATE OF INSURANCE LISTING COLUMBIA BOROUGH AS CO-INSURED AS FOLLOWS:

(\$500,000 min.) Bodily Injury Liability (\$500,000 min.) Property Damage Liability
If unable to provide above insurance explain why _____

List at least one, but preferably two, responsible officials of your organization who will be present at the time facilities requested are being used, and who will accept full responsibility for adherence to Borough regulations by all persons in attendance.
(Please Print Legibly)

NAME _____ ADDRESS _____ PHONE _____

NAME _____ ADDRESS _____ PHONE _____

Key Fees/ Security Access Cards:

A \$10.00 per key/security access card deposit will be charged for each key/security access card issued. The payment must be received at the time of key/security access card receipt. The fee(s) will be refunded if and when the key(s)/security access card(s) are returned.

I certify that I have read, understand, and agree to adhere to this policy of Columbia Borough concerning Use of Facilities. Further, my organization forever releases Columbia Borough, Mayor, Council Members, Columbia Borough Officials, their doctors, agents, employees and servants from all claims, actions, and charges whatsoever arising out of the event(s) conducted on the above-mentioned date(s) for which the application is submitted. My organization will defend all actions, suits, complaints, or legal proceedings of any kind brought against the Borough and any of its agents, servants, or employees and further will hold harmless and indemnify the said, Mayor, Council Members, and Borough Officials from any expenses, judgments or decrees recovered against them as a result of said use of these facilities. The provisions of this Application and this paragraph extend to the applicant's successors, assigns, heirs, and personal representatives.

PHONE (day) _____

SIGNATURE-Responsible Organization Official (work) (eve) _____

BILLING ADDRESS _____

APPROVALS: Borough Manager _____ Date _____

Council President _____ Date _____

Application approved by Council _____ Date _____

Copy To:

____ Mayor ____ Council ____ Chief of Police ____ Fire Chief ____ Highway Foreman ____ Fire Police
Parking Enforcement ____ Board of Health ____ Code Enforcement ____ Other(list below)
Date _____

For official use only

Facilities Use Invoice

Facilities/Equipment used:		Charges
\$ _____		Charges
\$ _____		Charges
\$ _____		Charges
\$ _____		Charges
\$ _____		Charges
\$ _____	Hours	Charges
Personnel Employed:		Charges
\$ _____	Hours	Charges
\$ _____	Hours	Charges
\$ _____	Hours	Charges
\$ _____	Hours	Charges
\$ _____		Charges
Other:		Charges
\$ _____		

USE OF FACILITIES/EQUIPMENT POLICIES AND PROCEDURES

A. UNAUTHORIZED USES

1. Gambling or any other illegal activities, regardless of their nature.
2. Events held for a private business, private individual, or for individual monetary gain.
3. Any other uses not referenced above which are prohibited by zoning or other ordinances or regulations established by local, state or federal government bodies or agencies having jurisdiction over the facilities in question.

B. GENERAL RULES

1. Any scheduled Borough activity shall have precedence over any other activity for use of such facilities or equipment. The Borough will make every attempt to avoid conflict with scheduled, approved outside facilities and/or equipment use. The Borough, however, reserves the right to cancel or reschedule an outside use of Borough facilities or equipment if it deems it is in the best interest of the Borough to do so.
2. The Borough will not be responsible for any property owned by others while it is on Borough property.
3. Any property utilized by any organization using Borough property or equipment shall not be delivered to the facilities without permission from the Borough Manager.
4. All property of any organization utilizing Borough facilities must be removed immediately after the event. It is not the responsibility of the Borough to provide storage. Storage may be made available for a fee with written approval of the Borough Manager.
5. Events must not interfere with regular Borough business.
6. Any conditions placed upon use of the facilities by Borough Council shall be complied with.

C. PROCEDURES FOR APPROVAL

1. Any organization requesting to utilize Borough facilities and/or equipment shall submit an application on forms provided by the Borough to the Borough Manager. Events held annually must request use annually.
2. The Borough shall make every effort to provide appropriate Borough personnel if needed. Facility use permits may, however, be denied or cancelled pending unavailability of sufficient Borough personnel to provide coverage. Notification

of any such cancellation shall be made by the Borough Manager to the organization no later than one week prior to the scheduled event.

3. Whenever a particular use is subject to, or conditioned upon, the obtaining of a zoning or other permit(s), the applicant will be responsible for obtaining any such permit(s) and submitting copies of the same prior to the date of such activity.

D. APPLICATIONS FOR USE

1. Applications for use of Borough facilities and/or equipment shall be submitted to the Borough Manager at least five weeks prior to the time the organization wishes to use the facilities and/or equipment. Requests received less than five weeks prior to the event may not be able to be processed. State road closures also require approval of Padot.

2. Applications will be processed and dates reserved for use in the order in which they are received.

3. It is the intended purpose of this policy that the requested use of Borough facilities and/or equipment be of temporary or intermittent nature. Permits for use of facilities will not be granted for the purpose of providing permanent meeting facilities.

E. ADULT SUPERVISION

1. Responsible adult supervision in adequate numbers must be provided by the sponsoring organization for any use of Borough facilities being made by minors.

F. KEY/SECURITY ACCESS CARDS

1. Depending on the time and location of the use of the facilities application a key/security access card may be issued to avoid additional charges for personnel costs. If a security access card is issued it will be for the dates and times of the function to allow access to the facilities needed. A \$10.00 per key/card deposit will be charged for each key/card issued. The payment must be received at the time of receipt of the key/card. The fee will be refunded if and when the key/card is returned. The individuals requesting and accepting the key/card will be responsible for the conduct and control of all individuals allowed access to the facility during that time and for the condition of the facility and/or equipment.

2. The key/cards so mentioned above are non-transferable and may not be loaned or borrowed by any other individual. Any violation of these provisions or other misuse of the key/card may subject the individual and/or organization to restrictions, refusal for any other use of the facility request, or immediate termination of the permit to utilize Borough facilities.

G. LIABILITY INSURANCE

1. All individuals or organizations using Borough facilities and/or equipment shall obtain a certificate of liability insurance naming, in addition to the individual, group or organization, Columbia Borough as additional insured and/or loss payee with minimum coverages of \$500,000.00 for bodily injury and \$500,000.00 for property damage. Such certificate of insurance must be filed with the Borough Manager prior to use of the facility and/or equipment.

H. FEES FOR USE

1. Use of Borough facilities shall be subject to the fees and charges referenced on the Borough Fee Schedule.

I. USE OF ALCOHOL, DRUGS AND TOBACCO

1. Drinking of alcohol, possessing or using illegal drugs in any form, and smoking in areas marked as "Non-Smoking" is strictly forbidden on Borough property. These restrictions apply to both indoor and outdoor areas. Violation is punishable by civil fine for any amounts approved by Borough Council. Additionally, any violation shall result in the immediate revocation of any permits for use of Borough facilities and may result in a disallowance of future permit requests for that individual or organization.

J. CONDUCT OF PATRONS

1. It shall be the responsibility of the organization or individual utilizing the facilities to control the conduct of persons attending the activity. Such control shall include, but not be limited to:

(i.) Respect for Borough officials;

(ii.) Maintaining order and socially acceptable conduct while on Borough property prior to, during and after time for which the use was granted;

(iii.) Leaving the Borough property in the condition in which it was found. The Borough Manager shall be sole judge of the condition; and, where necessary, additional time or fees will be billed to the organization for services above and beyond normal custodial/trash removal services; and

(iv.) Preventing any illegal acts of any nature.

K. PAYMENT FOR USE OF FACILITIES

1. Submission of the application for use of facilities form shall indicate that the organization requesting the use has read, understood and agrees with the policy and with the Schedule of Charges, Any requested changes to the referenced information submitted in the application must have written approval prior to the date the facilities and/or equipment of the Borough of Columbia are used.

L. CANCELLATION OF EVENTS

1. Cancellation of events must be in writing no later than two days before a scheduled event unless Borough personnel are scheduled and, in that event, no later than five days. In the circumstances where events are not cancelled in writing within this time frame, any charges incurred by the Borough will be billed to, and be payable by the named organization within 30 days of receipt of invoice. Failure to pay such invoice within said 30 days shall result in the accrual of interest thereon at the annual rate of 18 percent. Moreover, should the Borough be required to utilize legal counsel to collect any such bills, the applicant shall be responsible for the Borough's actual attorneys fees.

M. WAIVER OF FEES

The Borough Manager and/or Borough Council may make a final determination of the waiver of fees. All decisions are final.