

INSTRUCTIONS

This form must be fully completed and returned with a written request letter and with all non-profit status documentation (if applicable), by the deadline posted on the Parks Department Forms webpage at <http://www.alleghenycounty.us/parks/forms.aspx>

Approval will be based upon degree of past success with the applicant, availability of facilities and Park Staff; with charity events given first preference.

All non-profit organizations must provide copies of IRS NON-PROFIT CLASSIFICATION STATUS WITH APPLICATIONS.

All applications will be apprised of potential service costs and registration fees before authorizations are complete. The applicants must submit a Certification of Insurance, naming the County of Allegheny and its Officers, Agents and Employees as Additional Insured. All Certificates of Insurance must indicate organization's name and date of proposed function. Fees and other related costs will be charged to successful applicants. All fees and related costs MUST be paid in full within ten days from receipt of authorization letter.

For more information, contact the Parks Department at (412) 350-2455.

Items Needed from County		COST (For Office Use Only)
Maintenance		
Security		
Material/Equipment		
Rental Groves/Fields		Hold No: _____
Miscellaneous		
Estimated Attendance (check one)	<input type="checkbox"/> 0-200	
	<input type="checkbox"/> 201-400	
	<input type="checkbox"/> 401+	

You must provide our office with a Certificate of Insurance showing the **County of Allegheny** as Certificate Holder and indicating the types of insurance coverage that you currently carry, prior to the event. The Certificate should indicate the policy has been endorsed to name the **County of Allegheny** and its **Officers, Agents and Employees** as Additional Insured.
NO EXCEPTIONS.

Signature: _____
Event Coordinator

Date: _____

Date Received: _____