



# BOROUGH OF BALDWIN

Marianne Conley, President  
James Behers  
Chad Hurka  
Francis Scott

E. John Egger, Vice-President  
Patricia Boyer  
Denise Maiden  
David Depretis, Mayor  
Robert T. Firek, P.E., Borough Manager

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## MUNICIPAL AUDITORIUM REQUEST FORM

- Requests are for Baldwin Borough residents only
- Fee rental is \$75.00 due at the time the application is submitted (3-hour time limit for use of room)
- Hold Harmless Agreement must be signed and dated (attached)
- Requests must be submitted 30 days in advance of request for consideration
- Any fee waiver requests for the use of Municipal Auditorium must have a 501 (c)(3) attached.
- Rules and regulations are attached and must be followed for rental.

Resident Name /Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

Request for fee waiver with Non-Profit form (501) (c)(3) attached: \_\_\_\_\_

Please submit your completed form, Hold Harmless Agreement and \$75.00 fee to:

**BALDWIN BOROUGH**  
**3344 Churchview Ave.**  
**Pittsburgh, PA 15227**  
**Attn: Auditorium**

**For Office Use Only**

Payment rcvd: \_\_\_\_\_ Date: \_\_\_\_\_

Cash OR Check # \_\_\_\_\_

Approved by: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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## Facilities Hold Harmless Agreement

It is hereby understood and agreed that the Borough of Baldwin will make available for recreational use of Borough facilities and that \_\_\_\_\_, the undersigned, acting on behalf of all participants, and/or invited attendees, hold harmless the Borough of Baldwin, its officials, agents, employees and volunteers from and against all claims for injuries resulting from the authorized use of these Municipal facilities.

It is further understood that the **PERMITTEE** accepts this condition in return for the use of: **BOROUGH AUDITORIUM** on the day and time made available according to the Borough of Baldwin. In issuing this permit, the Borough of Baldwin makes no warrant as to the suitability or condition of the facility for which the permit is being issued.

All participants should be notified that the Borough would both be responsible for injuries except as defined under the Political Subdivision Tort Claims Act (330-1978) and The Recreational Use of Land and Water Act. The PERMITTEE agrees to notify the parents or guardians of all minors that they and **NOT** the Borough of Baldwin, will be responsible for expenses for medical treatment resulting from participation in any program/activity for which we have requested this authorization.

\_\_\_\_\_  
Permittee

\_\_\_\_\_  
Signature of Permittee

\_\_\_\_\_  
Address, City, State, Zip

\_\_\_\_\_  
Telephone No.

\_\_\_\_\_  
Event Date

\_\_\_\_\_  
Time

\_\_\_\_\_  
Date of Application submittal

Please forward to:

**BOROUGH OF BALDWIN**  
Tammi G. Hagan, Administrative Assistant  
3344 Churchview Avenue  
Pittsburgh, PA 15227  
[tgenilla@baldwinborough.org](mailto:tgenilla@baldwinborough.org)

**Please attach this completed Hold Harmless agreement to your application**



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## RULES & REGULATIONS FOR THE USE OF BOROUGH FACILITIES

- The use of the Borough Auditorium requires a \$75.00 fee for a maximum of three hours
- Any person or organization issued by the Borough shall have the right to use the facility during the times indicated on the request form.
- The organization is responsible for general cleanup of any debris created by his/her group.
- Persons or groups who leave the facility in unsatisfactory condition will be refused future permits.
- The person or persons to whom the request is approved, agrees to be responsible for any damage or injury done to the premises, facilities, equipment, and other properties in or on the grounds of the Borough promptly.
- Since Borough activities and/or work assignment have priority on all facilities, all permits are subject to suspension or cancellation by the Borough should any conflicts arise.
- Permits may be revoked at any time for infractions of these Rules and Regulations.

Thank you,

Robert T. Firek, Borough Manager