



# SAXONBURG PARKS AND RECREATION DEPARTMENT

420 W. Main Street

Saxonburg, PA 16056

## ROEBLING PARK RENTAL AGREEMENT 2024

Reservation Date	Start Time	End Time	Type of Event	Facilities Requested (Circle)	Approx. # of People
				Park Gazebo Pavilion / Kitchen / Bathrooms	
				Park Gazebo Pavilion / Kitchen / Bathrooms	
				Park Gazebo Pavilion / Kitchen / Bathrooms	

Please enter one date per line. Start Time can be no earlier than 8:00 a.m., End Time can be no later than 10:30 p.m. You must be out of the facility by 11:00 p.m. List the type of event each day (examples are setup, wedding, party, training, cleanup).

<b>Renter or Organization Name</b>	<b>Additional Contact or Corporate Contact</b>

<b>Contact Email Address</b>	<b>Contact Phone Number</b>

<b>Mailing Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>

Please tell us the date, time, and purpose for the use so we can close it to other patrons during your event.

---



---

Resident	Non-Resident	Total
\$200	\$250	

**Damage/Cleaning Deposit:** \$100 for Roebling Park use. Deposit is due with final payment as separate check. Your **Check will be shredded** if facility is cleaned to the specifications listed on a later page of this document.

**Any damage over \$100 will be billed to the lessee accordingly.**

**MAKE CHECKS PAYABLE TO: SAXONBURG BOROUGH PARKS AND RECREATION**



**SAXONBURG PARKS AND RECREATION DEPARTMENT**  
**420 W. Main Street**  
**Saxonburg, PA 16056**

**ROEBLING PARK RENTAL REQUIREMENTS**

1. Your date is **not confirmed** until we receive your signed contract, a copy of your State ID, and payment of the rental fee and damage deposit.
2. **FEES ARE NON-REFUNDABLE IF EVENT IS CANCELLED.** If your event is being postponed, we will apply the funds to the new date if you notify us prior to 60 days before the first date. Make checks payable to: Saxonburg Borough Parks and Recreation.
3. After use of Roebling Park, the cleaning/damage deposit check will be shredded or, you can pick it up at the borough building within 7 days after your event if it is determined trash bags placed in dumpster, no trash/debris left in Roebling Park and surrounding areas and no damages to the facility to include damage made by vehicles not parking on the paved parking surfaces in parking lot.
4. **Event Liability Insurance naming Saxonburg Borough as additional insured is required by ALL RENTERS.** Event Liability Insurance must cover bodily injury, property damage and alcoholic beverage liability at the minimum of \$1,000,000.00. Please see your insurance company for more information and pricing. Saxonburg Borough does not provide coverage. We encourage you to investigate event insurance. Should the facility not be rentable due to an Act of God or damages we will refund all funds received toward your event.
5. Lessee does not have the right to sublease the property or any part thereof and shall not assign this Lease to another party without prior written consent from the Borough of Saxonburg.

**\*\*If Certificate of Insurance is not presented 30 days prior to rental date, all monies will be forfeited, and rental cancelled\*\***



**SAXONBURG PARKS AND RECREATION DEPARTMENT**  
**420 W. Main Street**  
**Saxonburg, PA 16056**  
**ROEBLING PARK RENTAL POLICY**

1. Reservations are only guaranteed upon receipt of the Rental Fee Paid in full, Damage Deposit, Proof of Liability Insurance and all other information required by this form.
2. Roebling Park will be closed by a Borough Representative and inspected when the park is closed.
3. The Park is opened at 8:00 am the day of event. All music and activities are to be completed by 11:00 PM.
4. Only those individuals authorized by the sponsoring organization/renter shall be permitted in the park.
5. No campfires or any other open fires are permitted in the park or surrounding areas.
6. No Glass Bottles or Glass Containers are permitted in the park.
7. No vehicles are permitted on the grounds. Parking is only permitted in the paved parking lot. No parking is permitted in grassy areas. No parking on either side of Water Street or Rebecca Street. All parking of event vehicles is to be done on approved parking areas in front of Museum and main parking lot ONLY. Parking on the west side of N. Rebecca St. (in the grassy areas across N. Rebecca St from the park & museum) is not permitted. THERE ARE NO EXCEPTIONS AND MAY BE SUBJECT TO TOWING AT OWNERS EXPENSE.
8. Lessee shall not assign or sublease the rented space at any time. NO SUBLETTING. Lessee shall not assign this Rental Agreement, nor sublet the above-described premises or property, without the consent of Saxonburg Borough.



**SAXONBURG PARKS AND RECREATION DEPARTMENT**  
**420 W. Main Street**  
**Saxonburg, PA 16056**

The person and/or organizations who are granted use of Roebing Park under these Rules and Regulations shall agree to and do hereby agree to hold harmless the Borough of Saxonburg, their officers, employees and other representatives, for any accidents of any sort or kind as a result of any activity in Roebing Park during the period of this particular use. The user hereby agrees to assume full responsibility for any and all accidents.

I have read and fully understand the Rental Policy regarding the use of Roebing Park and I agree to fully abide by its content. A signature will indicate the above rules and regulations are understood and will be followed.

The undersigned lessee agrees to be entirely responsible for any and all losses, damages or other injuries to property owned by Saxonburg Borough while the undersigned lessee and/or their guests are on Borough property. Furthermore, the undersigned lessee understands that all rental fees paid to Saxonburg Borough are non-refundable and that Saxonburg Borough will not be responsible for the loss, damage or theft of personal property of, or personal injury to, those occupying the facility.

The undersigned lessee acknowledges receipt of a copy of the Roebing Park Rental Rules and agrees to abide by them.

Thank you for renting Roebing Park. We hope you will consider renting from us for your future events.

---

Printed Name

---

Date

---

Signature

---

ID Number

**Send all signed forms to:**  
**Saxonburg Borough Parks and Recreation Department**  
**420 W. Main Street**  
**Saxonburg, PA 16056**



**SAXONBURG PARKS AND RECREATION DEPARTMENT**  
**420 W. Main Street**  
**Saxonburg, PA 16056**

**SAXONBURG BOROUGH FACILITIES**  
**HOLD HARMLESS AGREEMENT**

It is hereby understood and agreed the Saxonburg Borough will make available Roebing Park, its buildings and other facilities and that I/we, the undersigned, acting on behalf of all participants, both individually and collectively hold harmless Saxonburg Borough, Saxonburg Parks and Recreation Department, its officers, employees, and volunteers, from and against all claims for injuries to our program participants or invited spectators resulting from our/their use of these facilities.

It is understood that I accept this condition in return for the use of Roebing Park, its buildings and other facilities on the days and times made available by Saxonburg Borough.

All participants should be notified that Saxonburg Borough's liability for injuries is limited as defined under the Political Subdivision Tort Claim (330-1978) and the Recreation Use of Land and Water Act. We agree to notify the parents or guardians of all minors that they, and not Saxonburg Borough or Saxonburg Borough Parks and Recreation Department will be responsible for expenses for medical treatment resulting from participation in any program/activity for which we have requested this authorization.

In addition, persons requesting the use of the park and its buildings for **concession purposes** shall provide the Saxonburg Borough certificates of product liability insurance, insuring the Saxonburg Borough against damages arising from the sale of food products and providing defense coverage and costs including attorney's fees as well.

The undersigned hereby acknowledges receipts of copies of all current Saxonburg Borough rules and regulations concerning use of its park and all buildings and agrees to notify all participants in its activities of same, and to ensure that all participants and invited spectators abide by such rules and regulations. Failure to do so shall constitute grounds for revocation of any or all permits for usage.

---

Renter's Signature

---

Date

**Send all signed forms to:**  
**Saxonburg Borough Parks and Recreation Department**  
**420 W. Main Street**  
**Saxonburg, PA 16056**