



## APPLICATION FOR USE OF HOUSING AUTHORITY FACILITIES

### License Agreement

1. The Housing Authority of the City of McKeesport is desirous of permitting the use of its designated facilities by organizations or individuals for charitable, social, educational, athletic and religious purposes. No organization or individual for profit shall be permitted the use of the facilities. Although donations may be solicited by the organization or individual, no charge may be imposed upon participants.
2. The use of the facilities is subject to the rules and regulations of the Housing Authority of the City of McKeesport as set forth in this application. Upon approval of the application, the use of the facility is considered a license to use and not a lease. If the terms of this license are breached, the Housing Authority reserves the right to cause the termination of any activity when in the sole judgment of the Authority such action is in the public interest.
3. The Authority assumes no responsibility for damage done to the equipment, supplies, or property of the applicant while on the Authority property.
4. The Authority reserves the right to cancel said license for any reason and shall not be responsible for any damages, claim, or loss.
5. Please complete the following application at least thirty (30) days prior to proposed use. All use is subject to availability. Tenants of the Authority shall take priority over any outside organization or individual.

### Terms and Conditions

1. Any individual/organization with youth under 21 years old requires the presence of adequate adult supervision at all times.
2. Any items or equipment brought on the property must be removed at the end of the day's use. There is no storage space available.
3. Alcohol or smoking is not permitted on the Authority property.
4. Applicant shall be responsible for checking that all toilets are flushed, debris disposed, lights turned off, and doors locked.
5. Keys must be returned no later than the day after the activity of the applicant. Otherwise, the applicant will be responsible for the cost of changing the locks.
6. Applicant covenants, at its sole expense and cost, to defend and indemnify the Housing Authority, its employees, agents, and directors, against any and all loss, cost, liability, and expense of any nature whatsoever (including reasonable attorney's fees,) that may arise out of the use of the facilities by the applicant and its invitees, employees, or agents.

## **Applicant Information**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Mobile Phone \_\_\_\_\_

Authorized representative \_\_\_\_\_

## **Organization Type**

Non Profit     Corporation     Association     Individual    Tax Exempt ID # \_\_\_\_\_

## **Facility Information**

Proposed activity for use \_\_\_\_\_

Date(s) requested for use \_\_\_\_\_ (Maximum of 4 times a year)

Projected number of individuals to attend \_\_\_\_\_

Person in charge of activity \_\_\_\_\_ Phone \_\_\_\_\_

Facility requested:

- Senator James R. Brewster Family Center Community Space     \_\_\_\_\_'s Community Room  
 E.R. Crawford Gym     Other site or location \_\_\_\_\_  
 Swin Cash Gym

## **Insurance Information**

Name of Insurance Company \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

*A current certificate evidencing general liability insurance in the minimum amount of \$300,000.00 must be attached to this application. The application will not be processed until the certificate is supplied and approved by the Authority. McKeesport Housing Authority must be listed as an additional insured.*

## **Security Deposit**

A security deposit of \$100.00 must be attached with this application. If the keys are returned, the facility left in clean condition, and no damage has occurred, the deposit shall be returned.

## **Authorization**

The signature below constitutes acceptance of terms and conditions of application and license.

\_\_\_\_\_  
Authorized Representative of Applicant

\_\_\_\_\_  
Date