

COREY O'CONNOR

MAYOR

JOHN MCCLORY

DIRECTOR



CITY OF PITTSBURGH

DEPARTMENT OF PUBLIC WORKS

CITY-COUNTY BUILDING



ATHLETIC FIELD/COURT USE GUIDELINES & POLICY

TABLE OF CONTENTS

PURPOSE	Page 3
ATHLETIC FIELD & COURT USE APPLICATIONS / SCHEDULING	Page 3
SEASONS	Page 4
DEADLINES FOR SEASONS	Page 5
ORDER OF PRIORITY	Page 6
OTHER NEW REQUESTS & CHANGES TO PERMITTED USE	Page 7
PARK RULES & REGULATIONS	Page 8
FIELD & COURT MAINTENANCE	Page 8
LITTER PREVENTION	Page 9
ATHLETIC FACILITY USE FEES	Page 9
VENDING, STORAGE, AND RESTROOM USAGE IN CITY FACILITIES	Page 10
SAMPLE CERTIFICATE OF INSURANCE	Page 12
GAME AND PRACTICE SCHEDULE	Page 13
SAMPLE GAME AND PRACTICE ROSTER	Page 14

PURPOSE

The City of Pittsburgh (City) builds, maintains, and rents park and recreation facilities for the benefit of all City residents. The City's primary intention in developing this policy is to ensure a transparent and equitable allocation of facilities for residents who wish to rent them. The secondary intention is to collect and share data around usage, to assist the Public Works Department with regular field and court maintenance as well as to inform the Mayor and City Council with the development of capital projects for the ever-changing tastes in recreational facilities. All applications, especially ones where we are unfortunately unable to accommodate a request, help guide City leadership in making future investment decisions around park facilities.

ATHLETIC FIELD & COURT USE APPLICATIONS / SCHEDULING

Athletic field and court use permits are issued through the Public Works Department. Requests are made by submitting a completed application (see Microsoft Form link below) and must be submitted and approved prior to facility use. The City currently issues field/court permits for the following types of facilities including but not limited to:

- Baseball/Softball/Kickball Fields
- Basketball Courts
- Bocce Courts
- Dek Hockey Courts
- Football/Rugby Fields
- Sand and Asphalt Volleyball Courts
- Soccer Fields
- Ultimate Frisbee Fields
- Tennis/Pickleball Courts – Rentals are managed by the Department of Parks & Recreation. For inquiries, please visit their website at <https://www.pittsburghpa.gov/Recreation-Events/Parks/Tennis/Tennis-Permit-Rules>

The City also offers two turf field locations for sports such as Soccer, Football, and Frisbee. Due to the limited supply of the turf fields, the city cannot guarantee availability for requests at the turf facilities.

For a list of City permitted athletic facilities, please click [HERE: https://www.pittsburghpa.gov/files/assets/city/v/1/parks/documents/23762_dpw_field_information_updated_1.16.24.pdf](https://www.pittsburghpa.gov/files/assets/city/v/1/parks/documents/23762_dpw_field_information_updated_1.16.24.pdf)

In order to ensure fairness to all applicants, the City utilizes a tiered (priority) process for accepting applications for athletic leagues and issuing permits. In the end, only complete applications will be accepted. **Submission of a completed application does NOT constitute a permit.** To access the online application via Microsoft Forms, please click [HERE: https://forms.office.com/g/csZYuf2iGW](https://forms.office.com/g/csZYuf2iGW)

In addition to the application, the City of Pittsburgh requires a certificate of insurance (COI) (see attached example of COI on page 13). The COI must name the City of Pittsburgh Department of Public Works as the additional insured. Game/practice schedules, and rosters are also required prior to first day of permit (see pages 14-15 for sample game/practice and roster forms; having these completed forms is especially important for youth leagues and organizations). Youth permits will not be issued if a current (not expired) COI has not been received. Applicants are asked to be realistic in their requests by listing only dates and times that they will actually use. ALL permitting of fields/courts (including one day use) require a fully completed application.

Time for warm-ups and all pre/post-game activities must be included in requested and permitted reservation.

Requests for “blanket” permitting may be modified to fit a more realistic permitting schedule and to accommodate other permit holders at given locations. The City employs inspectors to monitor field/court usage and violations. If there is any indication of a field/court permit violation, please send the Permits Office an email at dpwfields&parkshelters@pittsburghpa.gov, listing the facility location and (if possible) timestamped photos.

Applicants must adhere to the tiered process for applying for athletic facility permits. Failure to adhere to process deadlines may result in a drop in prioritization or inability to accommodate a request for permits. While this process may seem inconvenient, the process gives the City ample time to identify alternative sites for requestors (if necessary). It also allows for adequate time for organizations to communicate with parents and participants. The tiered process for application for the season is located in the “Seasons” section below.

Priority will be given to the field/court in which the sport or activity is designed for (i.e. diamond fields for baseball/softball/kickball; rectangular fields for soccer, football, etc.).

SEASONS:

The City’s artificial turf surfaces (Schenley Oval Turf/Riverview Turf Field) can be permitted year-round, while the grass surfaces are permitted from April 1st through November 30th. Grass surfaces may be permitted, on an as-needed basis and weather dependent, during other months, at the City’s sole discretion.

The City may issue permits earlier or later than these dates, weather depending. The City may also limit permitted activities on fields and courts during the season to account for maintenance activities, to ensure a healthy playing surface for participants. The permitting season for athletic fields and courts is broken down into three (3) distinct seasons:

- Spring/Summer: April 1st to July 31st
- Summer/Fall: August 1st to November 30th
- Winter: December 1st to March 31st

Throughout the year, the lights at fields/courts are set throughout the City for the public, per the schedule below:

Fields, Dek Hockey, Volleyball, and Bocce Courts:

- Monday, December 1st, 2025 – Saturday, March 7th, 2026 – Sunset through 8 PM
- Sunday, March 8th, 2026 – Sunday, November 1st, 2026 – Sunset through 9 PM

Tennis, Pickleball, and Basketball Courts:

Set in perpetuity from sunset through 10 PM except for Schenley Park and Allegheny Commons Park, which are set through 11 PM. Lights at Moore Park Pickleball are set until 8 PM. Lights at Highland Park Tennis are set until 9 PM.

Parking, Security, Walkway, and Night Lighting is scheduled from sunset through sunrise year-round.

*Please note that while the lights are set for the public, permit holders with an official permit reserve the right for exclusive use of the field/court. Fields/courts are available to the public for informal use on a first-come first served basis, but a permit holder would have exclusive, uninterrupted, use of a field/court.

With scheduled permitted lights at fields/courts that have a push button, use the push button during at the earliest offset time to activate lights. Offset time varies by location, and is 30 to 45 minutes prior to sunset. Please refer to the Field/Court Information link at <https://www.pittsburghpa.gov/Recreation-Events/Park-Permits/Sports-Field-Permit> for additional information.

DEADLINES FOR SEASONS:

Spring/Summer season completed application deadline is February 2nd, 2026, at 5 PM EST for youth applications; February 9th, 2025, at 5 PM EST for adult applications. Summer/Fall season completed application deadline is June 1st, 2026, at 5 PM EST for youth applications; June 8th, 2026, at 5 PM EST for adult applications.

- Winter Season: Rolling application period starting December 1st, 2026. No deadline, the City will never permit during the winter season more than twelve (12) months in advance, and no winter permits granted may overlap spring/summer season. The Permits Office is authorized to issue winter field/court permits earlier than December 1st in order to issue permits in a timely manner

Completed applications will require, at a minimum, the following pieces of information prior to the deadline:

1. Certificate of Insurance (COI) naming the City of Pittsburgh Department of Public Works as the additional insured (see page 13 for example) *The City will not issue a youth field/court permit if the COI has not been received.
2. Game/Practice Schedule
3. Roster*

*Items 1-3 (COI, Game/Practice Schedule/Roster) should be emailed to dpwfields&parkshelters@pittsburghpa.gov.

4. Any preferred alternative sites (please only select alternative locations if your league has the feasibility in using the alternative location). Due to increased demand, it is highly recommended that alternative sites are selected in the application.

*Rosters may be updated up to a week before a permit is issued. However, no increase in total requested participants will be allowed. "Stacking" participant totals without respective corresponding rosters in the hopes of securing additional permits is expressly prohibited, and may result in rejection of application. Permit fees for reservations, including, but not limited to adult leagues and special events are required to pay in full prior to permit date.

Pursuant to Council legislation, if more than one applicant applies for the same day and time for the same facility, the City will first review the Order of Priority below:

Order of Priority

1. First priority for fully completed athletic field and court permit applications will be given to Pittsburgh Public Schools Interscholastic Athletics only during the school year, Monday through Friday, between 2:30 PM and 5:00 PM.
2. Second priority for fully completed athletic field and court permit applications will be given to private school interscholastic athletics located within the City of Pittsburgh with the *majority of participants on rosters living in the City.
3. Third priority for fully completed athletic field and court permit applications will be given to CitiParks and CitiSports affiliated programs, upon verification of status as such through the Department of Parks & Recreation.
4. Fourth priority for fully completed athletic field and court permit applications will be given to any youth sports leagues or organizations that do not fit the above criteria, but consist of a majority of City of Pittsburgh residents.
5. Fifth priority for fully completed athletic field and court permit applications will be given to any adult sports leagues or organizations that do not fit the above criteria, but consist of a majority of City of Pittsburgh residents.
6. Sixth priority for fully completed athletic field and court permit applications will be given to any youth and adult sports leagues which do not fit the above criteria.

*The Department of Public Works (DPW) reserves the right to extend priority to programs which are sponsored and scheduled by other City Departments; also in the event of an emergency the Director or their designee reserves the right of decision.

***Majority** - All City resident organizations will be given priority over non-resident organizations, regardless of participant age. If multiple organizations request the same field/court and times, the City will review rosters. The organization that has the most City residents on their roster (regardless of team size) will be prioritized. This policy applies to all applicants; however, all organizations may be subject to capping hours if other applicants are unable to find an alternative location, regardless of priority.

The City's goal is to accommodate EVERYONE requesting an athletic facility permit somewhere within the City. Unfortunately, due to limited resources, this is not always possible. If one (1) applicant is below the other applicant's order of priority, the applicant with first order of priority would be granted their first preferred location, while the second applicant on order of priority would be given their alternative location, if available.

If two (2) applicants are on the same order of priority, the City will review alternative locations in addition to reviewing rosters. If there are no feasible alternative locations, the City will utilize the following techniques to reach a mutually agreeable compromise, based off DPW’s feasibility, staffing, and other deadlines:

1. Reserving the right to cap or otherwise limit facility usage to specific times/days of the week based off applications received.
2. Blocking alternative organizations for different days of the week, and/or alternating days.
3. Working with conflicting applicants to find allotments of time that are feasible for mutual parties prior to issuing permit.
4. If both parties agree to an informal agreement for field/court space, they may make an agreement separate from the City’s involvement. The permit holder must inform the City of the informal agreement.

2026 SEASON DATES	YOUTH APP. DEADLINE	ADULT APP. DEADLINE
Spring/Summer: April 1st to July 31st	February 2 nd at 5PM EST	February 9 th at 5PM EST
Summer/Fall: August 1st to November 30th	June 1 st at 5PM EST	June 8 th at 5PM EST
Winter: December 1st to March 31st	No deadline; rolling application period	No deadline; rolling application period

*Events scheduled prior to, or beyond, normal permitting deadlines or that require additional City services may require a Special Events Permit through the Office of Film & Event Management (OFEM). Fees for these events will be assessed a special rate through OFEM, depending on the services required for the event. To apply for a permit, please click <https://www.pittsburghpa.gov/Recreation-Events/Film-Event-Management/Special-Event-Block-Party-Permitting> (click “Launch Eproval Application” to begin). Please note that it’s recommended an event application must be completed and submitted no later than 14 business days and up to 180 days before the on-site time.

Should applicant apply for dates that overlap seasons, it is recommended that applicant submit applications for both seasons by deadlines. While the overlapping dates will be taken into consideration, the City cannot guarantee fulfilling entire request and will not issue permits ahead of deadlines. The City is not responsible for any applications that are not submitted by deadlines; however, the Permits Office will make note of overlapping dates.

OTHER NEW REQUESTS & CHANGES TO PERMITTED USE

Permitted user groups are responsible for adhering to their approved/permited schedule(s). Any cancellations and changes must be communicated with the Public Works Department within at least four (4) business days prior to the requested permit date/change, so that field/court schedules can be

maintained completely and accurately. New applications or requests submitted under the four (4) business day deadline are at the applicant's own risk. Feasibility of review for late/last minute applications or requests will be determined by the Permits Office and by field/court availability, and DPW's feasibility based on staffing and other deadlines. Acceptable methods of communication are emails to the designated Permits Office at dpwfields&parkshelters@pittsburghpa.gov.

Rainouts

Rainouts should be communicated to the Public Works Department no more than twenty-four (24) hours after the permitted time. The Permits Office will assist the permit holder to find an alternate date and facility, if needed. Unauthorized use of facilities causes conflicts with routine maintenance and facility use schedules and poses challenges in communicating quickly in the event of unexpected problems or facility closures. Unscheduled/unapproved usage of a facility may result in revocation of a permit. Teams twice failing to use the facility on scheduled dates without notifying the Permits Office will be cause for a warning letter/email, and immediate forfeiture of permit and fee. Permit revocation automatically results in a loss of priority status for the following season.

Reviewing Applications

The City is not responsible for oversights or unclear applications. If applicants need to change an existing application, they can modify the application through the confirmation email they receive after submitting initial application. DPW cannot guarantee availability of requested time changes. If applicant needs to submit additional permit requests, applicant is required to submit a new application. **If submitted after the season deadline, request will solely depend on facility availability, regardless of priority, and will be permitted on a first-come, first-served basis.**

Act 33 Clearances

**Act 33 Clearance for youth organizations are required by the Pennsylvania Department of Human Services, however you do not need to submit these clearances to the City. Please visit <https://www.pa.gov/agencies/dhs/dhs-search.html#q=CY113%20form%20%20English.pdf>

PARK RULES & REGULATIONS

All park user groups/visitors must abide by the park and athletic facility use rules and City ordinances outlined in this policy and in the online application. The applicant is responsible for ensuring that the rules and conditions for use are communicated to all coaches, players, volunteers and others associated with the organization's use of the field(s)/court(s).

Park Field/court hours are from 6 AM – 11 PM. Permit holders are responsible for picking up equipment off field/court after games/practices (nets, tires, etc.). No grills, smoking, alcohol, etc. Field/Court fences may not be obstructed by banners, tarps, etc., unless they are temporary and removable for organization sponsorships only. The City does not provide additional equipment such as nets, goals, or bases. It is the responsibility of the permit holder to provide any

additional equipment relevant to their permit use. Leagues partnered with CitiSports may be provided equipment through the Department of Parks and Recreation but is not guaranteed.

FIELD & COURT MAINTENANCE

Throughout the year, athletic facilities may be reserved for field/court renovation and maintenance. During the year the Parks Superintendent, or their designee, reserve the right to close fields or courts at any time, for needed maintenance and repairs, or for any other purpose deemed necessary due to inclement weather, unsafe conditions, or to comply with the demands of any City programs, school programs or emergency requirements. In the event of a field or court closure, the permit holder will be notified in advance whenever possible and alternate space will be arranged if feasible. In these instances, permit fees may be refunded. The City of Pittsburgh will make a reasonable attempt to publish or otherwise provide notice to permit holders up front regarding maintenance and renovation projects.

The City is expected to perform the following work on any given field or court that may impact the field or court of play:

- Ground disturbance to repair water lines or other underground utilities
- Ground disturbance such as aeration, or to amend the field soil condition, or improve field/court drainage
- Re-establishment of the playing surface, to include grass grow-in periods or pavement
- Repairs or facility improvements

FIELD CLOSURES & INCLEMENT WEATHER

The Parks Superintendent, or their designee, retains the right to close fields at any time due to inclement weather, unsafe conditions, or for needed maintenance and repairs, as outlined in the general policy.

Responsibility of Permit Holders

Permit holders are responsible for assessing field conditions for safety and playability before and during their scheduled time.

- **Safety First:** If thunder or lightning is present, play must be suspended immediately. Participants and spectators should seek safe shelter.
- **Preventing Damage:** The use of fields when they are saturated with water (standing water, muddy conditions, or soft surface that leaves indentations) is strictly prohibited as it can cause significant damage to the playing surface. This includes:
 - Using fields during a heavy rain event.

- Using fields immediately after a heavy rain event when conditions are clearly unsafe or could result in damage.
- **Frost and Thawing Conditions:** Fields must not be used when frost is visible on the playing surface. Playing on frost damages the playing surface, leading to severe and prolonged grass loss. Play is prohibited until the frost has completely melted and the ground has sufficiently dried.
- **Prohibited Actions:** No attempt should be made to "fix" or "repair" wet or damaged fields with unapproved materials or methods (e.g., sand, dirt, chemicals, or unapproved drying agents, digging drainage trenches or holes, pushing puddles off of surface, sweeping water off surface). These "fixes" can create long term issues with field drainage and playability.

LITTER PREVENTION

It is the City's priority to keep fields and courts clean for all organizations. All organizations are expected to maintain field/court surfaces in playable condition for the next user. **Keep area free of litter. The permit holder (including spectators, staff, and participants) is responsible for keeping the field/court litter free during the duration of their permitted time. Any litter found accumulated during permitted time is subject to citation and/or fine.** Through the application process, the City will review documentation relevant to the organization keeping the field or court free of litter. Litter violations during permitted seasons may result in fees to the permit holder for each hour it takes City staff to clean. This may also result in loss of priority status to the permit holder.

ATHLETIC FACILITY USE FEES

Youth – Free of charge

Adults - \$23/Hour in 2026. Check annual Operating Budget for updated fees listed here: <https://www.pittsburghpa.gov/City-Government/Finances/Finance-Fee-Schedule>

Permit fees must be paid prior to issuing permit if application is approved. The City accepts card payment via the permit holder's online account at <https://pittsburgh.recdesk.com/Community/Home>. Permit holders paying with credit or debit card will incur a 2.35% + \$0.25 service fee charged by the City's payment processor, Global Payments, for all transactions. Checks and money orders are also accepted, and must be payable to "Treasurer, City of Pittsburgh" and mailed 412 Blvd. Of the Allies, Pittsburgh, PA 15219, addressed to the attention of the Permits Office. **The City does not accept cash payment.**

*** Events scheduled prior to, or beyond, normal permitting deadlines or that require additional City services may require a Special Events Permit through the Office of Film & Event Management. Fees for these events will be assessed a special rate depending on the services required for the event. To apply for a permit, please click <https://www.pittsburghpa.gov/Recreation-Events/Film-Event-Management/Special-Event-Block-Party-Permitting> (click "Launch Eproval Application" to begin). Please note that it's recommended an event application must be completed and submitted no later than 14 business days and up to 180 days before the on-site time.

*The Department of Public Works (DPW) reserves the right to extend priority to programs which are sponsored and scheduled by other City Departments; also in the event of an emergency the Director or their designee reserves the right of decision.

VENDING, STORAGE, AND RESTROOM USAGE IN CITY FACILITIES

The City of Pittsburgh owns and maintains additional limited facilities at various locations throughout the City to support permit holders. Access to these facilities may be granted in conjunction through an athletic facility permit, for no additional fee, with a Key Agreement. A maximum of only two keys may be granted per organization. The Key Agreement will clearly state the expectations and responsibilities of the organization with regards to the additional facilities requested. Requests for additional facilities must be made at the time of the completed permit application. Director's Letters are only issued in conjunction with a field/court permit and will last a maximum of one season. Facilities are expected to be winterized for the season based off DPW's annual deadlines (beginning in mid November), and de-winterizing/water may be turned on around May. Additional rules may apply, and timeline is subject to change.

Storage and/or Locker Rooms

At some athletic facilities, storage for sports equipment and locker rooms may be available. The City guarantees that storage areas are reserved for primary use of the permittee, provided the above rules are adhered. Locks and keys or key codes will be provided. For the permit holder to obtain a key, a form should be filled out with the Permits Office and can be picked up by appointment only at the Permits Office (412 Blvd of the Allies, 4th Floor, Pittsburgh, PA 15219). It may be requested that equipment be relocated for the purposes of building maintenance. Any equipment left behind at the start of the following season, when the facility in question has not been permitted to the previous permittee, becomes the property of the City of Pittsburgh. Locker rooms are reserved for the primary permittee of the facility. The primary permittee of facility is the user or organization with the predominant permitted use of available time. If the predominant user or organization does not reserve the locker room, the services will be offered to the next prioritized permit holder. A locker room consists of restrooms and integrated equipment storage in the changing area. The City guarantees the exclusive use of the locker room for the primary permittee. The City of Pittsburgh may request access to the locker room to support other community events during the season.

Restrooms

Some facilities have dedicated public restrooms. The City reserves the right to have restrooms be available to the public during posted hours. If organizations have permitted hours that are outside of posted hours, organizations may request via a Key Agreement access to the restroom. Locks and keys or key codes will be provided. The organization is responsible for cleaning of the restroom, and may not discriminate against, or otherwise prohibit or limit public access to the restroom during permitted times. Organizations are also expected to report any building maintenance issue to the Permit

Administrator or Parks Superintendent in a timely fashion. Failure to abide by these rules may result in the drop of prioritization for the following season. The City is not responsible for lost or stolen items or equipment.

The permit holder is responsible for returning the key to the Permits Office located at 412 Blvd of the Allies, 4th Floor, Pittsburgh, PA 15219, within five (5) business days after the permit expires. Failure to return key(s) in a timely manner may result in loss of priority status to the permit holder for future seasons.

Batting Cages & Other Additional Facility Amenities

Priority of batting cages will be given to permittees only during the time they hold the field permit.

Vending

Food sales are permitted by athletic organizations for the sole purpose of fundraising for the organization, within an appropriate concession area. All athletic organizations will be charged a fee of \$134 per season for use of a concession stand. Payment must be made prior to receiving keys to access the facility. The fee to access concession stands for CitiSports leagues/organizations will be waived upon verification. If the organization is preparing food on-site, they must first obtain a food safety certification from the Allegheny County Health Department and have it posted in the facility.

Link to the Allegheny County Health Department website here: <https://www.alleghenycounty.us/Services/Health-Department/Food-Safety/Permits-and-Registration>

If vending is taking place on-site or beyond the perimeter of the field/court (for other than the purpose of fundraising), permit holder may need a Special Events Permit through the Office of Film & Event Management, in addition to the DPW Permit. To apply for a permit, please click <https://www.pittsburghpa.gov/Recreation-Events/Film-Event-Management/Special-Event-Block-Party-Permitting> (click "Launch Eproval Application" to begin). Please note that it's recommended an event application must be completed and submitted no later than 14 business days and up to 180 days before the on-site time.

For any additional inquiries not covered in the above, please reach out to us at dpwfields&parkshelters@pittsburghpa.gov.

Sample Certificate of Insurance naming City of Pittsburgh DPW as additional insured

ACORD		CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/YY/YY) 3/2/2023		
<p>THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.</p> <p>IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).</p>						
PRODUCER		CONTACT NAME				
[REDACTED]		[REDACTED]				
INSURED		INSURER A				
[REDACTED]		INSURER B				
		INSURER C				
		INSURER D				
		INSURER E				
		INSURER F				
<p>COVERAGES CERTIFICATE NUMBER: 142032502 REVISION NUMBER:</p> <p>THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.</p>						
INSR. LTR.	TYPE OF INSURANCE	ADD. INSUR. RING NO.	POLICY NUMBER	POLICY EFF. (MM/DD/YYYY)	POLICY EXP. (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> SCHED. <input type="checkbox"/> LOC <input type="checkbox"/> OTHER		[REDACTED]	2/1/2023	2/1/2024	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (if a contract) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$3,000,000 PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIMB <input type="checkbox"/> OCCUR EXCESS LIMB <input type="checkbox"/> CLAIMS-MADE DED. <input type="checkbox"/> RETENTIONS					EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS LIABILITY ANY PROPERTY OR PARTNER/EXECUTIVE OFFICER/NEEDED EXCLUDED? <input type="checkbox"/> Y/N (Mandatory in PA) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A			PER STATUTE <input type="checkbox"/> OVER \$ E.L. EACH ACCIDENT \$ E.L. DISEASE - CA EMPLOYED \$ E.L. DISEASE - POLICY LIMIT \$
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 991, Additional Remarks Schedule, may be attached if more space is required)						
[REDACTED]						
CERTIFICATE HOLDER City of Pittsburgh Department of Public Works 414 Grant St. Ste 301 Pittsburgh PA 15219				CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE [REDACTED]		
ACORD 25 (2016/03) The ACORD name and logo are registered marks of ACORD © 1988-2015 ACORD CORPORATION. All rights reserved.						

Sample Game and Practice Schedule

City of Pittsburgh

Department of Public Works: Permit Office

dpwfields&parkshelters@pittsburghpa.gov ; 412-255-2366

GAME AND PRACTICE SCHEDULE

Field/Court Name: _____ Month(s): _____

Applicant Name: _____ Name of Organization: _____

Primary Phone Number: _____ Email Address: _____

Week of : (Monday through Sunday) _____

** A separate schedule must be filled out for each field being requested. * Indicate selected time(s) by placing an X in requested time slot. An application must be completed in addition to this form.*

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6:00 AM							
7:00 AM							
8:00 AM							
9:00 AM							
10:00 AM							
11:00 AM							
Noon							
1:00 PM							
2:00 PM							
3:00 PM							
4:00 PM							
5:00 PM							
5:30 PM							
6:00 PM							
6:30 PM							
7:00 PM							
7:30 PM							
8:00 PM							
8:30 PM							
9:00 PM							
9:30 PM							
10:00 PM							
10:30 PM							
11:00 PM							

**If you are unable to submit a request or send inquiries via the form, phone or email, in-person reservations will be done by appointment only.*

Revised 1.5.23

