

## Editable Park Permit Form Instructions

The form you have selected is an editable PDF and the required fields should be filled in directly onto the form by typing your Information using the latest version of Adobe Reader.

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### Instructions

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1. **FIRST:** please complete all necessary fields using Acrobat Reader
2. **TYPE:** in your information
3. **PRINT:** the Form
4. **SIGN:** the Form
5. **MAIL, Fax, or DELIVER to:** Borough of Whitehall Complex  
c/o Park Permits  
100 Borough Park Drive  
Pittsburgh, PA 15236

Questions: 412-884-0505, Ext. 320

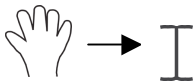
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### Helpful Hints for using Adobe Editable Fill-In Forms:

You should use the latest version of Adobe Reader  
Turn on Highlighting in Adobe Reader to view text fields you need to fill in.



- Use either the hand tool or the scroll bar on right side of the window to move the page around to view all areas.



- Depending on your version of Adobe Reader; Position the Hand Pointer or the I-Beam inside a form field and click. (The hand pointer will change to an I-Beam pointer when an editable field exists.)
- Use the I-beam pointer to enter text, or use the Arrow or Hand pointer to select a check box.
- Press **TAB** to accept text entered and move to the next field, or press **SHIFT+TAB** to return to the previous field.
- To place a check mark or select options, just click with your mouse.
- If using Adobe Reader, click the Highlight Fields Button in the Upper Right corner to help find all the Editable fields. (Not available from within a browser) Get the latest version of Adobe Reader. It's Free.

# Borough of Whitehall Application for Use of Parks and Recreation Facilities

Type your information, **Print Form** then: **Mail, Fax, or Deliver Signed Form** to the Administration Office

Date Today: \_\_\_\_\_

**Official Use - Permit No:** \_\_\_\_\_

**Facility Requested:** Highland Park: \_\_ Frank Park: \_\_ Overlook Park: \_\_ Snyder Park: \_\_  
Prospect Park: Lower: \_\_ Prospect Park: Upper: \_\_ Union Park: \_\_  
Tennis Courts: \_\_ Swimming Pool: \_\_ Brennan Plaza: \_\_

**Date(s) Requested:** \_\_\_\_\_

**Times:** \_\_\_\_\_

**Days Requested:** Mon: \_\_ Tues: \_\_ Wed: \_\_ Thurs: \_\_ Fri: \_\_ Sat: \_\_ Sun: \_\_

**Date(s) Requested:** \_\_\_\_\_

**Times:** \_\_\_\_\_

**Days Requested:** Mon: \_\_ Tues: \_\_ Wed: \_\_ Thurs: \_\_ Fri: \_\_ Sat: \_\_ Sun: \_\_

**Activity:** \_\_\_\_\_

**Organization Name:** \_\_\_\_\_

**Org. Address:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**Org. Phone:** \_\_\_\_\_

**Person Responsible:** \_\_\_\_\_

**Person's Address:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**Person's Phone:** \_\_\_\_\_

**Numbers Involved:** Approx. Adults: \_\_\_\_\_ Approx. Children: \_\_\_\_\_ Whitehall Residents %: \_\_\_\_\_

\*The presence or use of any alcoholic beverages on any borough recreation site or public street adjacent to any recreation site is **PROHIBITED**. Any group or organization, which sanctions the consumption of alcoholic beverages in violation of the above regulation, may not be granted a permit for the following season.

**Signature:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**For Emailing Only:** In lieu of signature, I (type) \_\_\_\_\_ request this permit: Yes

**Email:** \_\_\_\_\_ (Email used for sending you your Permit)

\***Keys are subject to a \$25 Deposit that is Refundable Upon Return of the Keys.** Keys for the restrooms must be picked up at the Administration Office the last business day prior to the date reserved and must be returned to the same location the following business day.

**Official Use:** Granted: \_\_\_\_\_ Denied: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_

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

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

## Mail, Fax, or Deliver To:

Borough of Whitehall Complex, c/o Park Permits, 100 Borough Park Drive, Pittsburgh, PA 15236  
Phone: 412-884-0505, Ext. 320 Fax: 412-884-1160