



# BOROUGH OF WESLEYVILLE

*Municipality in Erie County, Pennsylvania*

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## Borough Hall Facilities Request Form

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

Date/Dates of use: \_\_\_\_\_

Time Requested (be specific): \_\_\_\_\_ until \_\_\_\_\_

Contact Person/Organization Name: \_\_\_\_\_

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

Contact Phone Number: \_\_\_\_\_

Organization Phone (if different from above) \_\_\_\_\_

*It is understood that the responsibility and liability of the organization/person making this request includes but is not limited to the conditions set forth in appendix A.*

Social Hall Fee (use of hall and kitchen)- \$120.00

Kitchen Only - \$80.00

Standard utility Fee - \$20.00

Resident discount- \$30.00

Weekday Discount - \$20.00

**Rental Fee and Deposit of \$100.00** (Deposit is Cash or Check only 90 days or less before rental date) is required before date of use. Deposit will be returned after inspection of the Borough Hall.

No rental fee for Wesleyville Borough employees, current Fire Dept. members and Elected Officials **but they must be present at any rental they request.**

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**Borough Hall**

3421 Buffalo Road, Erie, PA, 16510-1813

**Website**

Wesleyville.gov

**Email**

Admin@wesleyville.gov

**Phone**

(814) 899-9124

**Fax**

(814) 898-0026





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## Rules and regulations for use:

1. The Borough of Wesleyville shall not be held responsible for any injuries, illness, or damage to property incurred on the premises by individuals associated in any way with the activity taking place on the premises.
2. All users of borough property shall provide adequate and sufficient supervision to good use and care of the building, equipment, and furnishings.
3. The organization is responsible for setting up, moving, dismantling, and returning furniture, equipment and supplies to their proper place.
4. The organization is responsible for performing all custodial chores necessary to restore the facility and furniture to the condition it was found **A fee will be charged for special or additional services required prior to or after scheduled use.**
5. All organizations must work cooperatively with the Public Improvement Council member and understand that granting of this request is limited to the facilities and equipment listed on this request form.
6. The possession and/or consumption of alcoholic beverages in Borough Hall is strictly prohibited.

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## Appendix A

### Release of All Claims

Borough of Wesleyville in consideration of application grant permission to \_\_\_\_\_  
\_\_\_\_\_(Name), to use the building, facilities and equipment owned by the Borough at  
3421 Buffalo Road, otherwise known as Borough Hall, on \_\_\_\_\_(date of use)  
for the purpose of \_\_\_\_\_.

I/We hereby now and forever discharge and release Borough of Wesleyville, its  
successors, assigns, agents, representatives, servants and employees from all debts, claims,  
demands, actions and causes of actions whatsoever, which we may now have or may hereafter  
have, as a result of our use of the above specified Borough property on the aforesaid date.

Further, \_\_\_\_\_(name) agrees to indemnify and hold harmless  
the Borough of Wesleyville, its successors, assigns, agents, representatives, servants and  
employees against any claims, demands, actions and causes of action whatsoever made by any  
person arising out of our use of the above-specified Borough property on the aforesaid date.

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