



# BOROUGH OF WESLEYVILLE

*Municipality in Erie County, Pennsylvania*

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## BOROUGH HALL FACILITIES REQUEST FORM

**TO GET INTO THE HALL AFTER HOURS – RING THE POLICE DEPT DOORBELL  
OR USE THE RED PHONE IN THE ENTRYWALL TO CALL THEM.**

Date/Dates of Use \_\_\_\_\_ Time Requested (be specific) \_\_\_\_\_

Contact Person & Organization \_\_\_\_\_

Phone Number \_\_\_\_\_

Address \_\_\_\_\_

*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.*

**YOU ARE RESPONSIBLE FOR THE SETUP AND TAKE DOWN OF TABLES & CHAIRS PROVIDED BY THE BOROUGH.**

### RENTAL FEES:

Social Hall - \$120.00 (resident discount \$30.00 off)  
Weekday Discount - \$20.00 off

Kitchen Use Only - \$80.00

DEPOSIT - \$100.00 (must be a separate payment from the rental fee)

**Rental Fee and Deposit (deposit is cash or check) is required to secure the rental date. If deposit is paid by check please date the check within 60 days of your event.**

Please enter the building through the front door and ring the bell for a police office to unlock the building for you.

No rental fee for Wesleyville Borough Employees, current Fire Department members or Elected Officials, but they must be present at any rental they request and must pay the \$100.00 deposit.

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**Borough Hall**

3421 Buffalo Road, Erie, PA, 16510-1813

**Website**

Wesleyville.gov

**Email**

[Admin@wesleyville.gov](mailto:Admin@wesleyville.gov)

**Phone**

(814) 899-9124

**Fax**

(814) 898-0026





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## Appendix A Release of All Claims

Borough of Wesleyville in consideration of application grants 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, it's successors, assigns, 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, it's 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.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



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## RULES & REGULATIONS

- 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) The possession and consumption of alcoholic beverages in the Borough Hall is strictly prohibited.