

Borough of Wilmerding

P.O. Box 8
Wilmerding, PA 15148
(412) 823-0420
Fax (412) 823-5828

I.) REQUESTORS INFORMATION

Name _____ Phone _____

Address _____

II. BORO PROPERTY REQUESTED

Name of building, room or grounds _____

Date(s) Requested Day of Week Start date(s) Ending date

1st Choice: _____
2nd Choice: _____

Additional Information for dates: _____

III. Times Requested: From _____ am/pm to _____ am/pm

IV. Description of Activity: _____

V. Number of expected participants: _____

VI. Names and address of person in charge or control, who will be in attendance when said premises are used and who shall be answerable or responsible for all matters or damages arising from use of said premises.

Name(s) _____

Phone: Home _____ Work _____

Address _____

Signature _____ agrees to all conditions.

*ACTIVITIES WILL BE RESTRICTED TO THE AREAS REQUESTED
(DO NOT WRITE BELOW THIS LINE)*

VII. Estimated fee to be paid to Wilmerding Boro for property...\$ _____

Rental fee \$ _____ Personnel Cost \$ _____

Security Fee \$ _____ Other _____

VIII. Security deposit received: _____

IX. Must have Insurance. _____ yes _____ no

_____ Request approved by Boro Council.....

_____ Request denied by Boro Council.....

SEE OTHER SIDE FOR GOVERNING RULES

ADDENDUM TO USE OF BOROUGH PROPERTY REQUEST FORM

The following disclaimer statement and security fee listed below is required to be signed and followed by all outside parties using Wilmerding Borough facilities under our facilities use policy:

1. On behalf of the organization using the Wilmerding Borough facility I acknowledge that I have inspected the same and accept it as is. Wilmerding borough is hereby released, discharged and forgiven for any and all claims of any nature or organization, any member or any visitor to borough premises may have against Wilmerding Borough arising out of our use of the premises. We further agree to defend, indemnify and hold harmless Wilmerding borough from any and all claims or liens entered against Wilmerding Borough arising out of our use of the premises.

2. User pays herewith the sum of Fifty (\$50) Dollars to Wilmerding Borough as security deposit to be applied to any damage, cost or expense incurred by Wilmerding Borough arising out of our use of Wilmerding Borough facilities. Prior to our use we examined the premises, and found no damage or defects.

Organization Representative

Adopted: February 4, 1997

USE OF BOROUGH PROPERTY GOVERNING RULES

The applicant agrees to pay all costs for the use of said premises (such as costs for janitor services, equipment, etc.) as determined and required by the Boro Council in order to avoid any costs to the Borough that may arise out of said use. These fees must be paid and received by the Borough prior to the date the property is used.

2. The applicants at its own expense hereby guarantees to properly police, control, and supervise said premises and its use in strict accordance with requirements of law, from the time of commencement of said use until the termination of said use, and to be responsible for any and all damages found by the Borough to have arisen out of such use.
3. We reserve the right to cancel at anytime without prior notice.
4. No alcoholic beverage, drugs, smoking, profanity, and/or loud music, etc. is permitted in or on any borough property at anytime.
5. All the participants in your group/organization must at all times restrict themselves to the area to which you have been given permission to use. All other parts of the building or grounds are off limits.
6. Priorities/for use of borough properties:
 - a. Boro Activity, Boro Organization, or Boro related functions has first priority without prior notice.
 - b. Sporting/or youth organizations of school age students; such as Little League Baseball/Football, Girls/Boys Scouts, etc.
 - c. Non-Profit Organizations in the Boro.
 - d. Other organizations.

*If the date or dates your organization has been granted use of our facilities and there is a conflict because of a borough scheduled activity - your organization will be notified that use of the facility for that date is canceled.

7. Fields: No playing on wet fields, relocating of bases and plates.
8. If you find you are unable to use the approved requested facility, please notify the Borough Office (823-0420) so that it may be used by an other organization.

WILMERDING BOROUGH

RECREATION ROOM

RULES

1. NO PARKING AREAS

STATION STREET IN FRONT OF BUILDING
1ST - 4 SPACES ON COMMERCE STREET
FIRE DEPARTMENT DRIVEWAY
PUBLIC WORKS DRIVEWAY
HIGH RISE DRIVEWAY

2. ROOM MUST BE CLEANED AFTER FUNCTION

TABLES WIPED OFF
FLOORS SWEEPED
FLOORS MOPPED (IF NEEDED)
TABLES PUT BACK LIKE FOUND
CHAIRS PUT UP ON TABLES
GARBAGE CANS EMPTIED (IF NEEDED)

3. KITCHEN AREA CLEANED

● DO NOT DUMP ANY TYPE OF GREASE INTO THE SINKS !!

● DEPOSIT WILL NOT BE RETURNED IF ROOM IS
NOT CLEANED UP PROPERLY!

THANK YOU