

To Whom It May Concern,

Thank-you for your interest in using a Town of West Seneca Facility. West Seneca Facility types include 60', 70' and 90' Baseball & Softball Diamonds, Lions Bandshell, West Seneca Ice Rink, Soccer Field Sizes Include: (7) Full Size, (4) U-10, (3) U-12, (4) U-8 and (6) micro. More information on facilities can be found here:

<http://www.westseneca.net/sites/default/files/Parks.pdf>.

This document will walk you through the steps on how to obtain an agreement/permit for use of these Town Facilities and/or hold a Community or Special Event such as a road race, baseball tournament, etc.

We suggest you start the permit process a minimum of forty five (45) business days before your requested use. The permit process can take up to thirty (30) business days. Completing the permit process does not guarantee approval of use. (TIP: If your request use, event. Etc is in April - we suggest you contact us to start the process in February).

An agreement is not required for use of park shelters. Park shelters are on a first come, first serve basis. Parks are open dawn - dusk. All Town of West Seneca local laws and rules posted at the park must be followed.

We will begin accepting agreement applications on January 1, 2018 for any Community & Special Event such as road races, tournaments, etc.

We will begin accepting agreement applications on January 1, 2018 for the Lions Bandshell.

We will begin accepting agreement applications for third party diamond and soccer field use on April 9, 2018.

We will accept agreement applications for Ice Rink use between Jan 1 - April 1, 2018 for the 2017 - 18 season. We will accept agreement applications for Ice Rink use between September 1, 2018 and April 1, 2019 for the 2018 - 19 season.

FEES:

The Town of West Seneca has revised its fees for Facility Use, Community & Special Events. At the West Seneca Town Board meeting on Monday November 23, 2015 the following fees were adopted:

Single use fees are as follows: \$35/Diamond \$25/Diamond Lights \$90/Soccer Field. A single use is defined as single game, practice, scrimmage or similar type of use.

The Ice Rink fee is \$195 per hour.

The Community Event Fee of \$300 per day per event plus a one time \$50 administration fee.

The Special Event fees will be determined from the calculation of overtime from the Buildings and Grounds department and the Town of West Seneca Police Department.

An event type will be determined by the Town based on the size, capacity and duration of the event.

There could be an additional Police and Buildings and Grounds overtime fees associated with Single Use, Community Event & Special Event fees. There could be additional Recreation fees associated with Single Use,

Community Event & Special Event fees. There could be additional Weeknight and Weekend fees associated with Single Use, Community Event & Special Event fees.

Further information on fees can be found here: http://www.westseneca.net/index.php?q=facilities_usage

INSURANCE

Attached to the Non-Exclusive Facility Usage Permit & License Agreement must be a Certificate of Insurance (COI). The general comprehensive liability insurance (the "Licensee's Liability Insurance") with combined single limit coverage of at least one million dollars (\$1,000,000.00) per occurrence, and at least three million dollars (\$3,000,000.00) in the aggregate, naming the Town of West Seneca 1250 Union Road, West Seneca NY 14224 as an additional insured. This document must be turned in with the information below, as it is needed to draft the agreement. An agreement application will not be accepted until the COI is submitted.

AGREEMENT PROCESS STAGE 1: See the chart below, Column A for due date.

In order to start the Non-Exclusive Facility Usage Permit & License Agreement process our department will need the COI as described above and the following information:

Licensee Information:

Name:

Address:

Phone:

Email:

Website:

Licensee Representative Information (This is the person signing the agreement):

Name and Title:

Address:

Phone:

Email:

Insured Cooperation Information (This information must match the information provided on the Insurance Certificate):

Name:

Address:

Phone:

Email:

Event Information:

Facility Requested:

Event Name:

Event Start Time/Date:

Event End Time/Date:

Event Description:

*If this is for multiple single uses, please list all requested usage dates and times.

Also submitted before an agreement can be drawn up:

For road races a map of the event is required.

For tournaments or events a schedule is required.

Email the information and COI as outlined above to lmasset@twyny.org

You may be required to meet with the the Recreation Supervisor and Highway Superintendent during this stage.

Providing the above information and COI, does give you permission to use West Seneca Facilities. It is only the first step in the permit process.

AGREEMENT PROCESS STAGE 2: See the chart below, Column B for due date.

After the West Seneca Youth & Recreation office receives the above information we will draft an Agreement within five (5) business days. The agreement will then be emailed to the Licensee Representative. The agreement must be placed on file a minimum of 30 days prior to the event. The agreement filed in our office must contain original signature(s). Agreements that are copied, scanned, faxed, etc. will not be accepted. Agreements can be dropped off in person at 900 Mill Road #211 West Seneca, NY 14224. Agreements can be mailed to West Seneca Youth & Recreation 1250 Union Road West Seneca, NY 14224. We ask that you do not mail anything to 900 Mill Road #211. Please be advised we are moving to 1300 Union Road, West Seneca, NY 14224 in the late Spring/Early Summer of 2018.

For Community and Special events it is also required during the Non-Exclusive Facility Usage Permit & License Agreement process that you reach out to the West Seneca Highway Superintendent Matthew D. English (menglish@twyny.org), West Seneca Chief of Police Dan Denz (denz@westsenecapolice.org) and Emergency Operations Director (jgullo@twyny.org).

AGREEMENT PROCESS STAGE 3: See the chart below, Column C for approval date.

After the Town of West Seneca has reviewed the agreement and approved it the Licensee will be notified if the agreement was approved or denied. Depending on the size, capacity, duration and other factor West Seneca Town Board approval may be required.

DEADLINE/CUT OFF DATES FOR EACH STAGE:

Please follow the below list of cut-off dates and deadline for 2018 facility use.

DATES:

A Stage #1 2018 Dates Request Event & Provide Required Information & COI (see above) to West Seneca Youth & Recreation No Later Than:	B Stage #2 2018 Dates Return Signed Agreement to Recreation By:	C Stage #3 2018 Dates To Have Agreement Approved On:
January 1	January 29	February 5
January 8	February 5	February 26
February 1	February 26	March 12
February 8	March 12	March 26
March 1	March 26	April 9

March 8	April 9	April 23
April 2	April 23	May 7
April 9	May 7	May 21
May 1	May 21	June 4
May 7	June 4	June 18
June 1	June 18	July 2
June 4	July 2	July 16
June 11	July 16	July 30
July 2	July 30	August 13
July 9	August 13	August 27
August 1	August 27	September 10
August 8	September 10	September 24
September 3	September 24	October 11
September 10	October 11	October 22

Best Regards,
Lauren Masset
Recreation Supervisor

Town of West Seneca
1250 Union Road
West Seneca, NY 14224

P: (716)674-6086
E: lmasset@twсны.org

Did you know that we are on Twitter ([WS_REC](#)) and Facebook ([West Seneca Youth & Recreation](#)). Please feel free to follow and like us!

West Seneca Youth & Recreation office has moved to 900 Mill Road #211 West Seneca, NY 14224. Hours of Operation are Monday - Friday 9:00am - 5:00pm (Closed daily for lunch between 1:00 - 2:00pm).