

TOWN OF WEST SENECA
Facilities Usage Request
1250 Union Road, West Seneca, New York 14224
(716) 558-3225
E-Mail: reservations@twсны.org

Attached is the information and the required form to request the use of certain facilities at the Town of West Seneca.

1. Please complete the attached Facilities Use Application. Be sure to indicate which room you are requesting and list all dates and times the room usage is requested. Only 1 room may be requested per application. Requests for multiple rooms will require one application per room requested. Requests for usage will be accepted up to 2 months prior to the event date. Requests must be received at least 10 days prior to the event to be considered. Please be sure to read the entire application and sign where applicable. By signing you agree to follow the attached procedure/guidelines and rules.
2. Rooms for Reservation:
 - a. Community Center and Library **Small Conference Room**
 - b. Community Center and Library **Gym**
3. Submit your completed application to the Recreation Department for review by e-mailing it to reservations@twсны.org.
4. If space is available and your event date(s) are approved, you will be notified by the Recreation Department and asked to provide certificate of insurance if necessary. **Final confirmation of your approved application will be e-mailed after all application requirements have been met.**
5. Cancellations **must be emailed** to reservations@twсны.org at least 48 hours prior to scheduled event.

All questions should be directed to reservations@twсны.org or 716-558-3225.

Town of West Seneca Facilities Use Application

Name: _____ Date: _____

Phone: _____ Email: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Organization: _____

Name of Person in Charge of Event: _____

Type of Room Requested: ☐ CCL Small Conference Room ☐ CCL Gym

For room rental, please indicate any specific setup details, i.e. table, chairs, podium, mics _____

How many participants do you anticipate? _____

Describe the event/activity being requested and how the facility will be used_____

Will you be charging a fee for your program? _____

List specific dates and times below:

Dates are limited to 2 months from date of application.

Your start time and end time should be inclusive of your “set up” and “take down”

[illegible]

Town of West Seneca Facility Use Application Procedures and Guidelines

The reserving organization shall be required to adhere to the following conditions:

- a. Reserving person must be 18 years old.
- b. The reserving organization/person assumes the responsibility to inform all individuals involved that the Town does not carry medical insurance to cover injuries to participants or spectators.
- c. If your rental requires a certificate of insurance, the certificate of insurance must be submitted within 7 days of receiving notice from the Town that the requested room, date, and time has been approved. The certificate of insurance must be submitted to the Recreation Department. All required insurance certificates must name the Town of West Seneca as an additional insured for commercial general liability coverage with a limit of no less than \$1,000,000 per occurrence and \$2,000,000 aggregate.
- d. The reserving organization/person assumes responsibility for the conduct of the persons and organizations using the facilities and for any damages to Town property which may result from its use by the reserving organization/person.
- e. The reserving organization/person shall further be held responsible for the strict adherence to all rules and regulations of the Town of West Seneca.
- f. Reserving organization/person is not permitted to "sublet" facilities to other organizations or persons.
- g. Any requested changes and cancellations of the approved facility use must be in writing to the Recreation Department at least 48 hours prior to scheduled event.
- h. Upon receipt and approval of the certificate of insurance (when applicable) final confirmation of your approved application will be e-mailed to the reserving organization/person. If a required insurance certificate is not on file with the Recreation Department 48 hours prior to the approved usage date, the reserving organizations/individuals will be denied access to the facility.

INDEMNIFICATION AGREEMENT:

The _____ (ORGANIZATION/PERSON) agrees to defend, indemnify and hold harmless the Town of West Seneca from any claim, demand, suit, loss, cost of experience, or any damage which may be asserted, claimed or recovered against or from Town of West Seneca by reason of any damage to property, personal injury or bodily injury, including death or in connection with exposure/infection/spread of COVID-19, sustained by any person whomsoever and which damage, injury, or death, arises out of or is incident to or in any way connected with the performance of this agreement, and regardless of which claim, demand, damage, loss, cost of expense if caused in whole or in part by the negligence of the _____ (ORGANIZATION/PERSON), Town of West Seneca, or by third parties, or by the agents, servants, employees or factors of any of them.

I have read and understand the rules governing the use of the areas assigned. Both I and all members of my organization (if applicable) will abide by it. I further understand that failure to abide by the rules can result in approval of facilities usage being revoked.

Signature _____

Printed Name _____

Date _____

Town of West Seneca

Rules for Facility Use

The renting organization shall be required to adhere to the following conditions:

General

- Protective coverings must be used on all tables for events involving food, arts/crafts, and any other messy material. Table coverings must be provided by the organization/person.
- All rooms/gyms must be returned to pre-event condition. An fee will be assessed for housekeeping for rooms not left pre-event condition.
- Decorations are permitted, however, no tape, tacks, etc., are to be used on walls, windows, curtains, blinds, or woodwork. The use of glitter or confetti is prohibited. Decorations are not to be tied, taped, wrapped, or wired to the ceiling in any way.
- Trash receptacles will be made available; extra liners will be in the bottom of the receptacle.
- The Town of West Seneca Community Center and Library is a tobacco free facility. No alcohol is permitted.
- Children under the age of 12 must be supervised by 2 adults at all times.
- The conduct of all individuals attending the event is the responsibility of the responsible party. Each attendee must be in strict compliance with Town of West Seneca ordinances and State and County laws. Any individual that does not comply will be asked to leave.
- Groups should not arrive any more than 10 minutes before their stated "start" time.
- Groups are expected to conclude activities by the stated "end" time on their permit. Any cleanup should take place prior to the "end" time.
- Please use the atrium/hallway area to gather as needed before and after allotted time.
- Property damage should be reported to the Buildings and Grounds employee in the Community Center and Library immediately. The Town will assess a fee of the cost to repair any damages to the facility caused by the group.
- Town of West Seneca is not responsible for theft of items left unattended. All valuables, including those on display (such as artwork, etc.), are the sole responsibility of the owner.
- The organization/person must ensure that everyone adheres to all current guidelines and rules made by the Centers for Disease Control and Prevention (CDC), New York State Department of Health, Erie County Department of Health, and Town of West Seneca, if applicable.

Small Conference Room in Community Center and Library

- Room capacity: 25
- Conference room table seats 10 persons. Additional seats can be added around the perimeter of the room.
- Hours: Monday through Friday between 5:00 p.m. and 9:00 p.m. and Saturday 8:00 a.m. to 4:00 p.m.
- No reservation fee.
- No certificate of insurance is required.
- No food is permitted.
- Clear beverages are permitted.
- For-profit and fundraising events are not permitted.

Gym in Community Center

- Room capacity: 125
- No reservation fee.
- Available to reserve for dates from September 1st to May 31st. No reservations accepted for June 1st to August 31st.
- Hours: Monday through Friday between 9:30a.m. and 8:30 p.m. and Saturday 8 a.m. to 4 p.m.
- A certificate of insurance is required naming the Town of West Seneca as an additional insured for commercial general liability coverage with a limit of no less than \$1,000,000 per occurrence and \$2,000,000 aggregate.
- Town of West Seneca will provide tables and chairs requested subject to availability.
- Food and non-alcoholic beverages are permitted. The responsible party must supply the plates, cups, table coverings, utensils, etc. Any and all leftover food/beverage items must be discarded or removed at the end of the event.
- For-profit and fundraising events are not permitted.
- Rubber soles only are permitted on the gym floor. No shoes with heels.
- No dragging anything across the gym floor.

- Organizations/persons are required to provide their own equipment and remove it at the conclusion of the reservation. Only indoor quality balls may be used, i.e. tee balls, tennis balls, rubber balls.
- Town of West Seneca is not responsible for theft or vandalism of equipment left unattended.
- Hanging on the basketball rims is prohibited.
- Locker rooms will not be available for use.
- Organization/person is required to monitor bathrooms.
- Organization/person must stay on premises until all youth participants have been picked up.

Weather Statement:

- The Community Center and Library will remain open (as scheduled) in inclement weather unless there is a travel ban and roads are closed. Check Town Facebook bans for closure updates.

I have read and understand the above rules and understand that I will be held responsible for any damage resulting from the use of the facility.

Signature

(Print Name):

Date:
