



# TOWN OF AMHERST

ERIE COUNTY, NEW YORK  
1615 AMHERST MANOR DRIVE WILLIAMSVILLE, NEW YORK 14221

## WILLIAMSVILLE YOUTH & FAMILY CENTER BUILDING USE APPLICATION

5005 Sheridan Drive, Williamsville NY 14221

PHONE (716) 633-6773 EMAIL – dcicero@amherst.ny.us

<b>TODAY'S DATE:</b>	
<b>ORGANIZATION NAME:</b>	
<b>CONTACT PERSON'S NAME:</b>	
<b>COMPLETE ADDRESS:</b>	
<b>PHONE:</b>	<b>EMAIL:</b>
<b>PURPOSE OF BUILDING USE:</b>	
<b>NUMBER OF PERSONS EXPECTED:</b>	
<b>DATE(S) NEEDED:</b>	<b>TIME NEEDED: (BUILDING IS UNLOCKED AT START OF PAID TIME):</b>
<b>PLEASE INDICATE AREAS NEEDED:</b>	
Coffeehouse: <input type="checkbox"/> Main Hall <input type="checkbox"/> Coffeehouse w/mini-gym <input type="checkbox"/> Main Hall w/mini-gym <input type="checkbox"/> Pavilion <input type="checkbox"/> (Pavilion is non-electric)	
<b>SPECIAL INSTRUCTIONS:</b>	

**FEES: One Room - \$50.00 per hour** (Coffeehouse side holds 45 people max.; Main Hall holds 75+)  
**Pavilion rental - \$60.00 hour** (outdoor pavilion rental includes building access for restrooms)  
**Mini-gym rental with one building side - \$60.00 per hour**  
 Rentals in Main Hall over 100 people require an additional \$100 Security Deposit and secondary approval.  
**All rentals require a Certificate of Liability (see below).**

**A current Certificate of Liability Insurance naming the Town of Amherst, 5583 Main St., Williamsville, NY 14221 as additional insured must be submitted or on file to use the facility.** Please check with the building manager at 633-6773 for more information.

**IT IS UNDERSTOOD THAT THE AGENCY REPRESENTATIVE SIGNING THIS REQUEST WILL BE THE RESPONSIBLE PARTY FOR THE ORGANIZATION USING THE BUILDING. THE WILLIAMSVILLE YOUTH & FAMILY CENTER MUST BE NOTIFIED IN WRITING OF ANY CHANGE IN THIS REGARD.**

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**SIGNATURE- AGENCY REPRESENTATIVE**



**THE FOLLOWING REGULATIONS HAVE BEEN ESTABLISHED BY THE WILLIAMSVILLE YOUTH & FAMILY CENTER**

Permits for the use of facilities are issued to an individual for an organization or group. The individual to whom the permit is issued shall supervise all participants in the activity, and be responsible for the proper use of the facility.

Groups and organizations given the privilege of the use of the Williamsville Youth & Family Center are expected to leave the facility in good order. The Center is not responsible for items left or stored in the building.

The signer of the application shall be the responsible representative of the organization in all dealings with the Williamsville Youth & Family Center with respect to any permit, and shall be on hand whenever the facilities are used under such permit, unless the coordinator of the Williamsville Youth & Family Center shall have notice in advance that another will serve in that capacity. Officially designated personnel of the Williamsville Youth & Family Center shall be in charge of the building whenever the premises are in use by others and shall have authority to make final decisions on all questions not covered otherwise.

The applicant shall be responsible for payment for any damage to building or equipment. Fees will depend upon the nature of the organization/group and the facilities and personnel required.

**Payment and Certificate of Liability naming the Town of Amherst is required at least 14 days prior to use or your rental is subject to cancellation.**

For groups/individuals who rent on a consistent basis, invoices for the rental of space at the center will be sent to the applicant at the beginning of each month. In these cases, payment is due within 14 business days of receiving this invoice. If payment is not received by the due date, loss of privileges may ensue. Applicants must notify Williamsville Youth & Family Center personnel about cancellations at least 24 in advance or they will still be liable for fees.

No mechanical equipment or structural material is to be brought into the building, onto the grounds or connected with the electrical service without the specific permission of the building superintendent and the building coordinator. No item may be attached to floors, walls, etc. without prior approval and will become the property of the Center.

Smoking is not permitted in the building or on the grounds. The use of open flames, such as candles, is not allowed. No alcoholic beverages may be brought onto the premises. Bounce houses, smoke machines and fog machines are not allowed. Renters may only use the reserved room listed on their application.

The privilege of parking on the premises shall be subject to the regulations of the Williamsville Youth & Family Center and parking rules of the Town of Amherst. Officials shall have full authority to enforce parking regulations.

Please return a signed copy to via mail or email (dcicero@amherst.ny.us)

**Williamsville Youth & Family Center  
5005 Sheridan Drive  
Williamsville, NY 14221  
Att: Donna Cicero**

I have read the regulations above and agree to abide by them.

Date: \_\_\_\_\_ Organization (if applicable): \_\_\_\_\_

Signature, Name & Title of Applicant: \_\_\_\_\_