



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

| | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| TODAY'S DATE: | |
| ORGANIZATION NAME: | |
| CONTACT PERSON'S NAME: | |
| COMPLETE ADDRESS: | |
| PHONE: | EMAIL: |
| PURPOSE OF BUILDING USE: | |
| NUMBER OF PERSONS EXPECTED: | |
| DATE(S) NEEDED: | TIME NEEDED: |
| | |
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| | |
| | |
| PLEASE INDICATE AREAS NEEDED (Kitchen access included with all rentals): | |
| Coffeehouse: <input type="checkbox"/> Main Hall <input type="checkbox"/> Coffeehouse w/mini-gym <input type="checkbox"/> Main Hall w/mini-gym <input type="checkbox"/> | |
| SPECIAL INSTRUCTIONS: | |
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| | |

FEES: One Room - \$50.00 per hour
 One Room with Mini-Gym - \$60.00 per hour
 Coffeehouse side holds 45 people; Main Hall holds 75+
 Rentals in Main Hall over 100 people requires an additional \$100 Security Deposit

A current Certificate of Liability Insurance naming the Town of Amherst, 5583 Main St., Williamsville, NY 14221 as additionally 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.

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 is required at least 14 days prior to use. If payment is not received by the due date, loss of privileges may ensue.

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.

If renter is not on the building calendar and they enter the building to use their designated room they will be denied access to that room. Additionally, renters may only use the reserved room listed on the calendar or application.

No alcoholic beverages may be brought onto the premises.

Attendance shall be limited to the safe capacity of any room or facility.

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:

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: _____

Signature & Title of Applicant: _____