

## TOWN OF WEST SENECA

# Facilities Usage Request

1250 Union Road, West Seneca, New York 14224

(716) 558-3225

Email: [reservations@twсны.org](mailto:reservations@twсны.org)

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Attached are 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 pavilion you are requesting and list all dates and times the pavilion usage is requested. Only one pavilion may be requested per application. Requests for multiple pavilions will require one application per pavilion requested. Requests for usage will be accepted as early as March 1<sup>st</sup> of each calendar year. Requests must be received at least 15 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.

Pavilions for Reservation:

- a. Veterans Park Pavilion
  - b. Kiwanis Pavilion
  - c. Fireman's Park Pavilion
  - d. Soccer Complex Pavilion
2. Submit your completed application to the Recreation Department for review by e-mailing it to [reservations@twсны.org](mailto:reservations@twсны.org).
  3. If space is available and your event date(s) are approved, you will be notified by the Recreation Department and asked to provide the applicable payment of \$50 per date requested in the form of a check written to the "Town of West Seneca".
  4. **Final confirmation of your approved application will be e-mailed after all application requirements have been met.**

Cancellations **must be emailed** to [reservations@twсны.org](mailto:reservations@twсны.org) at least 48 hours prior to scheduled event.

*All questions should be directed to [reservations@twсны.org](mailto:reservations@twсны.org) or 716-558-3225. If you do not have a reservation, park pavilions will remain first-come, first-serve.*

## Town of West Seneca Facilities Use Application

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Organization: \_\_\_\_\_

Name of Person in Charge of Event: \_\_\_\_\_

Pavilion Requested: ☐ Veterans ☐ Kiwanis ☐ Fireman's ☐ Soccer Complex

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? \_\_\_\_\_

PAVILION RESERVATIONS ARE AVAILABLE FROM MAY 1 TO NOV 1, WEATHER PERMITTING FROM  
8:00AM UNTIL DUSK

- a maximum block of four hours per day is allowed for reservation
- dates will not be accepted earlier than March 1<sup>st</sup> of the calendar year
- dates must be submitted 15 days prior to reservation

PLEASE LIST YOUR SPECIFIC TIMES AND DATES BELOW:

Date	Start Time	End Time

## 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. The reserving organization/person assumes responsibility for the conduct of the persons and organizations using the facilities and for any damage to Town property which may result from its use by the reserving organization/person.
- d. The reserving organization/person shall further be held responsible for the strict adherence to all rules and regulations of the Town of West Seneca.
- e. Reserving organization/person is not permitted to “sublet” facilities to other organizations or persons.
- f. Payment is non-refundable.
- g. Upon receipt and approval of payment and application, final confirmation of your approved application will be e-mailed to the reserving organization/person. If applicable fee has not been paid, 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 pavilions must be returned to pre-event condition. A fee of \$50 will be assessed for housekeeping for rooms not left pre-event condition.
- Trash receptacles will be made available; extra liners will be in the bottom of the receptacle.
- No inflatables, grills, etc. No inflatables, grills, tents etc. are permitted in addition to your pavilion usage approval.
- Tents are permitted.
- Town of West Seneca parks are a tobacco free zone. Alcohol is not permitted without special permission from the Town under a separate agreement. (See Chapter 27 of the West Seneca Town Code.) - 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.
- Property damage should be reported to the Recreation Department immediately. The Town will assess a fee pertaining to 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.

**Weather Statement:**

- The Pavilions will remain available (as scheduled) in inclement weather unless there is a travel ban and roads are closed.

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: \_\_\_\_\_