



TOWN OF WEST SENECA

LAUREN J. MASSET
RECREATION SUPERVISOR

TOWN SUPERVISOR
GARY DICKSON
TOWN COUNCIL
WILLIAM HANLEY
WILLIAM BAUER
JOSEPH CANTAFIO
JEFFREY PIEKAREC

TO: Honorable Town Board / Town of West Seneca

FROM: Lauren J. Masset
Recreation Supervisor

DATE: March 6, 2020

RE: West Seneca Kiwanis Club – Easter Egg Hunt 2020

Please allow the Supervisor to execute the necessary documents to enter into an agreement with West Seneca Kiwanis Club and the insured Kiwanis International, All Clubs and Their Members located at 3636 Woodview Trace, Indianapolis, IN, 46268 for use of the Lions Bandshell for their annual Easter Egg Hunt.

NON-EXCLUSIVE FACILITIES
USAGE PERMIT & LICENSE AGREEMENT
TOWN OF WEST SENECA RECREATION DEPARTMENT

This Non-Exclusive Facilities Usage Permit & License Agreement (the "Agreement") is by and between the Town of West Seneca, located at 1250 Union Road, West Seneca, New York (the "Town"), Kevin Love located at 76 Nancycrest Lane, West Seneca, NY, 14224, the West Seneca Kiwanis Club and the insured Kiwanis International, All Clubs and Their Members, located at 3636 Woodview Trace, Indianapolis, IN 46268 (the "Licensee") (collectively, the "Parties"), and is effective the date it was executed on behalf of the Town (the "Effective Date").

Recitals

WHEREAS, the Town owns and operates certain recreation facilities, including but not limited to: baseball diamonds, softball diamonds, soccer fields, community center gym and an ice rink; and

WHEREAS, the Licensee desires to use a Town-owned and operated recreation facility for the purpose of conducting games, practices or any other permitted use as set forth in this Agreement; and

WHEREAS, the Town is willing to permit the Licensee, and its employees, volunteers, agents, representatives and invitees to use the Facilities upon the terms, and subject to the conditions set forth in this Agreement.

NOW, THEREFORE, the Parties agree as follows:

1. Subject to the conditions, obligations and terms of this Agreement, including the Facilities Usage Rules and Regulations, set forth and attached hereto as EXHIBIT A, the Town grants the Licensee and the Licensee's Permitted Users a non-exclusive license (the "License") to use the facilities set forth and described within the hereto attached EXHIBIT B (the "Facilities"). By executing this Agreement, Licensee acknowledges and affirms it has reviewed and understands it shall be obligated to follow the Facilities Usage Rules and Regulations. Such use shall be solely for the Permitted Use as set forth below.

2. The License shall be the Permitted Use and the Permitted Use Dates as set forth and attached hereto as EXHIBIT C. Any changes to any provisions set forth in this section must be agreed to in writing by the Town, acting in its sole discretion.

3. The term of this Agreement shall commence on April 1, 2020, and end on May 1, 2020, unless terminate earlier in writing as provided by the Agreement.

4. The Licensee designates the individual named below (the "Licensee Representative") as the Licensee's authorized representative with whom the Town will work to

PAGE 1 OF 6

THIS AGREEMENT (WITH ALL REQUIRED ITEMS) MUST BE TURNED INTO WEST SENECA YOUTH & RECREATION A MINIMUM OF THIRTY BUSINESS DAYS PRIOR TO THE EVENT.

facilitate the Permitted Use of the Facilities. The Town shall have the absolute right to rely upon representations and warranties made by the Licensee Representative purportedly on behalf of the Licensee:

Licensee Representative

Name and Title: Kevin Love, Event Chairman
Address: 78 Nancycrest Lane, West Seneca, NY, 14224
Phone: 716-997-8553
Email: klove.wsk@gmail.com

5. On or before April 1, 2020, the Licensee shall pay \$00.00 for use to the Town, for the right to use the Facilities during the term. After the Licensee's use of the Facilities, the Town shall provide an invoice setting forth any additional buildings and grounds maintenance costs resulting from the use. The invoice shall be paid within fifteen (15) days of Licensee's receipt. See Exhibit A #1.

This document serves as an invoice for the facility use fee.

Checks should be made out to the Town of West Seneca. There is an additional fee for each credit card transaction, which will be applied to your "amount due" at time of payment. Payments can be made in person at West Seneca Youth & Recreation located at 1300 Union Road, West Seneca, NY, 14224. Payments can be submitted via mail to West Seneca Youth & Recreation, 1250 Union Road, West Seneca, NY 14224. No currency should be sent in the mail. Checks are the preferred method of payment. Please do not mail anything to the previous Mill Road address.

Single use is defined as one game, practice, scrimmage, etc.

6. Other Licensee obligations:

- The Town of West Seneca will not provide any sound, P.A., announcement system or any other equipment. The Licensee must provide all of their own equipment.
- Licensee must contact Highway Superintendent Brian Adams (716-674-4850) and Police Chief Dan Denz (716-674-2943) to discuss this event during the permit process.
- A schedule must be provided to both Lauren J. Masset (lmasset@twsnny.org) and Brian Adams (badam@twsnny.org) no later than 10 days before the event.

- Licensee understands that the Town of West Seneca reserves the right to cancel this agreement at anytime without notice or warning.

7. Other Town obligations:

8. Failure of the Parties to agree upon any changes to, or extension of, the Permitted Use Dates will result in expiration of the Term; if that occurs, the Town will have no liability for damages of any kind whatsoever to the Licensee. The Town, in its sole discretion, may terminate this Agreement on the basis of any termination right set forth anywhere in this Agreement, including but not limited to any violation of the Facilities Usage Rules and Regulations.

9. The Licensee will only engage in Permitted Uses, all other uses are prohibited. The Licensee will engage in Permitted Uses in a manner that will protect and not damage the Facilities, and will immediately notify the Town in writing of any prohibited uses by the Licensee or its invitees.

10. The Licensee will cooperate and will cause the Licensee's Representative and its invitees to cooperate with the Town's personnel at all times.

11. Neither the Licensee nor its invitees will make any alterations, improvements or changes of any kind to any of the Facilities or other Town property. If any alterations take place, the Licensee will immediately notify the Town in writing of such prohibited alterations. If any damage is sustained by the Facilities during the Licensee's use, then the Licensee shall pay the Town for such damages.

12. The Licensee agrees to indemnify and hold harmless the Town from any and all liability, damages, expenses, causes of action, suits, judgments and claims of any nature arising out of or in any manner connected with injury to persons or property which results from the Town's use and access of the Facilities, only to the extent that such liability, damages, expenses, causes of action, suits, judgments and claims do not arise out of the Town's negligence. The Licensee will maintain, or cause to be maintained, in full force and effect, at the Licensee's expense, one or more policies of 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 as an additional insured. If the Certificates of Insurance, demonstrating insurance coverage required by this Section, are not received by the Town prior to the Permitted Use Dates, then the Town in its sole discretion may terminate this Agreement and/or prohibit the Licensee use of the Facilities. Certificates of Insurance upon their approval by the Town shall become part of this Agreement and shall be attached hereto as EXHIBIT D. An approved insurance certificate must be filed at least ten (10) days prior to Licensee's use of the Facilities. Failure to provide a Certificate ten (10) days prior to use may result in termination of this Agreement.

13. Each of the Parties acknowledges that it is not an agent for the other, and the Parties will not make any such assertions. This Agreement may be executed on behalf of the

Town by any authorized Recreation Personnel, as designated by the Town Board. In the event any provision of this Agreement is determined to be invalid or unenforceable, the remainder shall remain in force as if such provision were not a part. This Agreement sets forth the entire understanding between the Parties and may be amended solely upon the written mutual agreement of the Parties.

TOWN OF WEST SENECA

Signature: _____
Printed Name: Gary Dickson, Town Supervisor
Dated: _____

(LICENSEE)

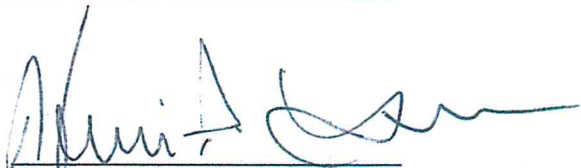
Signature: 
Printed Name: Kevin Love, Event Chair
Dated: 3-4-20

EXHIBIT A - Facilities Usage Rules and Regulations

1. a. If the Town cancels events, games, gatherings or other scheduled activities due to weather or any other conditions, Licensee is prohibited from using the facilities. If Licensee cancels any scheduled use or will not be using the scheduled facility use, the Recreation Department must be notified in advance. The Town will, at the request of the Licensee, make a good faith effort to reschedule any uses canceled by the Town due to weather. If the town is unable to reschedule any canceled game, Licensee will not be entitled to any refund from the Town.

b. Fees will not be refunded or adjusted should the Licensee fail to use the date they reserved. Fees will not be refunded or adjusted if usage is canceled due to weather related issues. Usage dates are not required to be rescheduled if they are canceled for weather related issues.

c. The Town of West Seneca reserves the right to deny a refund of fees should the Licensee wish to withdraw from usage prior to it's scheduled start date.
2. Licensee agrees to pay the Town the total rental fee for use of the Town facility specified upon execution of this agreement. (Payment in full is required) Unless otherwise listed in section 5 of this agreement.
3. Licensee agrees to follow all local laws and any rules posted at the facility or park they are using.
4. Licensee is responsible for keeping vicinity free and clear of debris and garbage.
5. No alcoholic beverages or rowdiness will be allowed on the premises or in the immediate vicinity of any Town facilities or property.
6. There is no smoking of any kind permitted at any town facility.
7. When using the Ice Rink all "Rink Rules" must be followed. These are posted in the main lobby of the ice rink.
8. Failure of Licensee to abide by the terms of this agreement may result in cancellation of this License by the Town.
9. Licensee acknowledges that its players have made themselves familiar with the terms of the Agreement and finds such terms acceptable.
10. Players and spectators WILL stay OFF the berm, if using the West Seneca Soccer Park.
11. Parking spots cannot be reserved for any Town facility.
12. West Seneca Youth & Recreation reserves the right to cancel any scheduled use at any time, with no notice.
13. If using the West Seneca Ice Rink no "outside" food or drink should be brought in. Food should be purchased from the concession area within the rink.
14. If using the West Seneca Soccer Park no grills are allowed.
15. The Town of West Seneca reserves the right to cancel this agreement at anytime, with no reason, cause or notice.
16. Failure to abide by this agreement and work in harmony with the Town of West Seneca could result in termination of this agreement. No refunds will be given. All fees will still be owed for future reserved field uses.

EXHIBIT B - (the "Facilities") – Use

Kiwanis Picnic Shelter & Lions Bandshell located inside the Veterans Park Complex (1250 Union Road)

EXHIBIT C - Permitted Use and the Permitted Use Dates

April 11, 2020

7:00 AM – 2:00 PM

*Rain date to be determined, a new agreement will not be needed if the rain date is in April 2020, a new COI may be required.

Other Information / Notes:

Annual Easter Egg Hunt

Youth will hunt through straw for plastic eggs (which may be filled with candy or other items)

TOWN OF WEST SENECA

Signature:

Printed Name: Gary Dickson, Town Supervisor

Dated: _____

(LICENSEE)

Signature:

Printed Name: Kevin Love, Event Chair

Dated: 3-11-20



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/4/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Hylant - Indianapolis 10401 North Meridian St, Ste 200 Indianapolis IN 46290	CONTACT NAME: Lisa Christenson PHONE (A/C, No, Ext): 317-817-5172 E-MAIL ADDRESS: kiwaniscert@hylant.com	FAX (A/C, No): 317-817-5151
	INSURER(S) AFFORDING COVERAGE	
INSURED Kiwanis International, All Clubs and Their Members 3636 Woodview Trace Indianapolis IN 46268	INSURER A: Lexington Insurance Company	NAIC # 19437
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** 1810747258 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Liquor Liability GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		013136005	11/1/2019	11/1/2020	EACH OCCURRENCE	\$ 2,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 500,000
							MED EXP (Any one person)	\$ 5,000
							PERSONAL & ADV INJURY	\$ 2,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
							Liquor Liability	\$ 1,000,000
A	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			013136005	11/1/2019	11/1/2020	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB DED RETENTION \$						EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N					PER STATUTE	OTH-ER
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$
A	Self-Insured Retention			013136005	11/1/2019	11/1/2020	All Claims	\$75,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The Certificate Holder and others as defined in the written agreement are additional insured subject to the terms, conditions, and exclusions on the policy with respect to the General Liability only regarding the following Kiwanis event (setup, take down & rain date(s) during the policy term are included).

April 11, 2020 or any future date(s) during the policy term.

Kiwanis sponsored Easter Egg Hunt

Event location: Town Park, 1250 Union Road, West Seneca, NY

West Seneca Kiwanis Club

CERTIFICATE HOLDER

CANCELLATION

Town of West Seneca
 1250 Union Road
 West Seneca NY 14224

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Judy K. Wilson

© 1988-2015 ACORD CORPORATION. All rights reserved.

ENDORSEMENT

This endorsement, effective 12:01 AM 11/01/2019

Forms a part of policy no.: 013136005

Issued to: KIWANIS INTERNATIONAL, INC.

By: LEXINGTON INSURANCE COMPANY

ADDITIONAL INSURED - DESIGNATED PERSON OR ORGANIZATION

(Based on CG2026 04/13)

This endorsement modifies insurance provided by the following:

COMMERCIAL GENERAL LIABILITY POLICY

SCHEDULE

Name of Additional Insured Person(s) or Organization(s)

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

Information required to complete this Schedule, if not shown above, will be shown in the Declarations

A. **Section II - Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

1. In the performance of your ongoing operations; or
2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following is added to

Section III - Limits Of Insurance:

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or

2. Available under the applicable Limits of Insurance shown in the Declarations;
whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations

All other terms and conditions of the policy remain the same.

A handwritten signature in black ink, appearing to be "J.R. B.", written over a horizontal line.

Authorized Representative

- Calendar (<http://www.westseneca.net/news-and-events/calendar>)
- News & Events (<http://www.westseneca.net/news-and-events>) Jobs (<http://www.westseneca.net/jobs>)
- Board Meetings (<http://www.westseneca.net/news-and-events/town-board-meetings>)
- Contact Us (<http://www.westseneca.net/about-west-seneca/contact-us>)



TOWN OF WEST SENECA

"PROUD PAST - UNLIMITED FUTURE"

(<http://www.westseneca.net/>)

Custom Search

[Read search tips here \(/search/search-tips\)](#)

Facilities Usage

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

This page 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 will accept agreement applications for Ice Rink use between September 1, 2019 - March 1, 2020, for the 2019 - 2020 season. We will accept agreement applications for Ice Rink use between September 1, 2020, and March 1, 2021, for the 2020 - 21 season.

We are currently not accepting agreements for use of the Community Center & Library Gym. To use the Community Room inside the Community Center & Library please visit this link: <http://www.westseneca.net/news-and-events/community-interests/new-item#gsc.tab=0>

*Dates are subject to change without notice.

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, August 13, 2018, the following fees were updated:

Single-use fees are as follows: \$40/Diamond, \$30/Diamond Lights, \$100/Soccer Field, \$20/Firemans Park Open Field. Single-use is defined as a single game, practice, scrimmage or similar type of use.

The Ice Rink fee is \$210 per hour.

The Community Event Fee of \$450 per day, per event, per location. (\$350/Highway, \$100/Recreation).

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.

*Fees are subject to change without notice.

INSURANCE

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 the approval of use. You must have completed the entire agreement process and have filled your agreement a minimum of thirty (30) business days before your event. (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, of each year, for any Community & Special Events such as road races, tournaments, etc. taking place during that year. (IE: If your event is in 2020, we will begin accepting applications on January 1, 2020, for your event).

We will begin accepting agreement applications on January 1, of each year, for any requested use of the Lions Bandshell, taking place during that year. (IE: If your requested Lions Bandshell use is in 2020, we will begin accepting applications on January 1, 2020, for your event).

We will begin accepting agreement applications for Firemans Park Open Field and third-party soccer field use on January 2, of each year, for requested uses during that year. (IE: If your requested use of a Soccer Field or Firemans Park Open Field use is in 2020, we will begin accepting applications on January 2, 2020, for your event). Please note that we will accept the applications and begin the agreement process for SOCCER FIELD USE at the WEST SENECA SOCCER COMPLEX. However, third parties will not be able to reserve fields until after April 10 of each year. Completing & obtaining and the agreement does not guarantee use. Spots are first-come, first-serve.

We will begin accepting agreement applications for third-party diamond use on February 2, of each year, for the requested uses during that year. (IE: If your requested Diamond use is in 2020, we will begin accepting applications on April 10, 2020, for your event). Please note that we will accept the applications and begin the agreement process for DIAMOND USE at the WEST AT ALL TOWN DIAMONDS. However, third parties will not be able to reserve diamonds until after April 10 of each year. Completing & obtaining and the agreement does not guarantee use. Spots are first-come, first-serve.

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.

STAGE 1:

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

This information will not be accepted over the phone. Email the information and COI as outlined above to lmasset@twsny.org.

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

Providing the above information and COI does not give you permission to use West Seneca Facilities. It is only the first step in the permit process.

STAGE 2:
 AGREEMENT PROCESS STAGE 2: See the chart below, Column B for the 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 an 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 Brian Adams (badams@twsny.org) (<http://badams@twsny.org>) and West Seneca Chief of Police Dan Denz (denz@westsenecapolice.org) (<mailto:denz@westsenecapolice.org>).

STAGE 3
 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 factors 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 deadlines for 2020 facility use. The 2021 due dates will be released after the Town of West Seneca 2021 Re-Org Meeting (in mid-Jan 2021).

A	B	C
Stage #1 2020 Dates	Stage #2 2020 Dates	Stage #3 2020 Dates
Request Event & Provide Required Information & COI (see above) to West Seneca Youth & Recreation No Later Than:	Return Signed Agreement to Recreation By:	To Have Agreement Approved On:
January 6	January 23	February 3
January 23	February 3	February 20
February 3	February 20	March 2
February 20	March 2	March 16
March 2	March 16	March 30
March 16	March 30	April 13
March 30	April 13	April 27
April 13	April 27	May 11

April 27	May 11	May 28
May 11	May 28	June 8
May 28	June 8	June 22
June 8	June 22	July 6
June 22	July 6	July 20
July 6	July 20	August 3
July 20	August 3	August 17
August 3	August 17	August 31
August 17	August 31	September 14
August 31	September 14	September 28
September 14	September 28	October 15
September 28	October 15	October 26

October 15	October 26	November 9
October 26	November 9	November 23
November 9	November 23	December 7
November 23*	December 7*	December 21*
*FINAL DATE TO HAVE ANY 2020 USE APPROVED OR JANUARY 2021 USE APPROVED	*FINAL DATE TO HAVE ANY 2020 USE APPROVED OR JANUARY 2021 USE APPROVED	*FINAL DATE TO HAVE ANY 2020 USE APPROVED OR JANUARY 2021 USE APPROVED

2021 Dates will be released in mid-Jan!

West Seneca Youth & Recreation

Links

- Home (<http://www.westseneca.net/>)
- About West Seneca (<http://www.westseneca.net/about-west-seneca>)
- Departments and Services (<http://www.westseneca.net/departments-and-services>)
- For Residents (<http://www.westseneca.net/residents>)
 - Arts, Leisure, Town Facilities (<http://www.westseneca.net/residents/arts-and-leisure>)
 - Town Facilities (<http://www.westseneca.net/departments-and-services/town-facilities>)
 - Facilities Usage (<http://www.westseneca.net/departments-and-services/town-facilities/facilities-usage>)
 - Library <http://www.buffalolib.org/content/library-locations/westseneca>

- Senior Citizen Center (<http://www.westseneca.net/residents/arts-and-leisure/senior-citizen-center>)
- Youth and Recreation (<http://www.westseneca.net/residents/arts-and-leisure/youth-recreation>)
- Youth Engaged in Service (Y.E.S.) Program (<http://www.westseneca.net/residents/arts-and-leisure/youth-engaged-service-yes-program>)
- Burchfield Nature and Art Center (<http://www.westseneca.net/residents/arts-and-leisure/burchfield-nature-and-art-center>)
- Cemeteries (<http://www.westseneca.net/residents/cemetaries>)
- Erie County Emergency Solutions Grant Program (<http://www.westseneca.net/residents/erie-county-emergency-solutions-grant-program>)
- Leaf Collection (<http://www.westseneca.net/residents/leaf-collection>)
- Parking (<http://www.westseneca.net/residents/parking>)
- Paying Taxes (<http://www.westseneca.net/residents/paying-taxes>)
- Public Safety (<http://www.westseneca.net/index.php?cID=220>)
- Report a Problem (<http://www.westseneca.net/residents/report-problem>)
- Voter Registration (<http://www.westseneca.net/residents/voter-registration>)
- Environmental Corner (<http://www.westseneca.net/residents/environmental-corner>)
- For Businesses (<http://www.westseneca.net/businesses>)
- Government (<http://www.westseneca.net/government>)



(<http://www.westseneca.net/>)

1250 Union Road, West Seneca New York, 14224
 (716) 674-5600 Fax: (716) 677-4330

(</index.php?cID=396>)

(http://www.westseneca.net/download_file/view/961/599)

(<https://public.codereadweb.com/cne/en-US/BF1407564551>)

- (<http://www.westseneca.net/about-west-seneca/contact-us>)
- (</departments-and-services/town-clerk/permits-licenses-records>)
- (<http://www.westseneca.net/residents/report-problem>)

- f (<https://www.facebook.com/TownOfWestSeneca/>)
- t (https://twitter.com/West_Seneca)
- y (<https://www.youtube.com/channel/UCOsQmS5NEE1hmHpt4F8VLUA>)

Home (<http://www.westseneca.net/>) | Contact Us (<http://www.westseneca.net/about-west-seneca/contact-us>)

SiteMap (<http://www.westseneca.net/sitemap>) | Policies (<http://www.westseneca.net/policies>)

© 2020 WEST SENECA · Log in (<http://www.westseneca.net/login>)

Website Designed and Hosted by I-Evolve Technology Services (<http://www.i-evolve.com/>)

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.

*Fees are subject to change without notice.

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.

STAGE 1:

AGREEMENT PROCESS STAGE 1: See the chart below, Column A for the 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: West Seneca Kiwanis Club
 Address: PO Box 451
 Phone: 716-997-8553
 Email: klove.wsc@gmail.com
 Website: NONE

For road races, a map of the event is required.

For tournaments or events, a schedule is required.

This information will not be accepted over the phone. Email the information and COI as outlined above to lmussel@twsn.org.

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

Providing the above information and COI does not give you permission to use West Seneca Facilities. It is only the first step in the permit process.

STAGE 2:

AGREEMENT PROCESS STAGE 2: See the chart below, Column B for the 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 an 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 Brian Adams (badams@twsn.org) (<http://badams@twsn.org>) and West Seneca Chief of Police Dan Denz (denz@westsenecapolice.org) (<mailto:denz@westsenecapolice.org>).

STAGE 3

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

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

Name and Title: KEVIN P. LOUPE - DOWNMAN
 Address: 78 NAUCY CREEK LN, WEST SENeca
 Phone: 716-997-8553
 Email: KLOUPE.WSC@gmail.com

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

Name: HYCANT-INDIANAPOLIS
 Address: 109101 NORTH MERIDIAN ST. STE 200
 INDIANAPOLIS, IN 46290
 Phone: 317-87-5172
 Email: KIWANISCEPE@HYCANT.COM

Event Information: EASTER egg Hunt

Facility Requested: Lions Barb Shell

Event Name: Kiwanis EASTER egg Hunt

Event Start Time/Date: 8:00-AM - 4/11/20

Event End Time/Date: 11:00-AM - 4/11/20

Event Description: 3 Age groups of Club Open Search for eggs NIDDAH IN straw

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

Also submitted before an agreement can be drawn up: