



# Town of West Seneca

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## MEMO

To: The Honorable Town Board

From: Tina M. Hawthorne, Town Attorney

Date: April 29, 2021

Subject: Town Facility Usage  
Implementation and Administration of Management System

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Please see the attached resolution to be adopted. Adoption of the resolution will permit the Supervisor to implement and the Supervisor's Office to administer a management system for the residents' use of certain Facilities. The Supervisor's Chief of Staff and I have been working collaboratively with certain Department Heads to design a streamlined policy for facilities usage in their Departments. Ms. Greenan and I request an opportunity to brief the Town Board on our progress. I have attached a draft of an application for informational purposes. This is not in final form but provided to give the Town Board an idea of the process and guidelines suggested.

**RESOLUTION**  
**TOWN FACILITIES USAGE**

**WHEREAS** the Town of West Seneca has certain facilities that are available for public use, and the Town desires to make those facilities accessible to the public for permitted uses; and

**WHEREAS** the Town desires to implement a management system for reservation and use of said facilities here at the Town, specifically at the Community Center and Library, Senior Center, Kiwanis Pavilion, and park shelters, and that the Supervisor's Office be responsible for the implementation and administration of that system; and

**WHEREAS** the Town Board of West Seneca has determined it is in the interest of its residents to have a defined process and management system for use of the facilities so as to ensure the coordination of all reservations, the safety of persons using the facilities, and the protection of Town property; and

**NOW THEREFORE**, be it resolved that the Town Board of the Town of West Seneca authorizes the Supervisor to implement a management system for reservation and usage of Town Facilities by the public in coordination with any the Legal Department and any relevant Department Heads on notice to the Town Board of the process and guidelines and any material changes therein.

# TOWN OF WEST SENECA

## Facilities Usage Request

1250 Union Road, West Seneca, New York 14224

(716) 558-3202

E-Mail: [agreenan@twsny.org](mailto:agreenan@twsny.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. Complete the attached Application for Use of Facilities. 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. Blanket requests will not be processed. Requests for usage will be accepted up to 6 months prior to the event date. Requests must be received at least 7 days prior to the event to be considered. Please be sure to read the entire Application and sign where applicable. By signing you will be agreeing to follow the attached procedure/guidelines and rules.
2. Rooms for Reservation:
  - a. Community Center and Library
    - i. Small Conference Room
    - ii. Multi-Purpose Room
    - iii. Large Conference Room
  - b. Gym
  - c. Kiwanis Pavilion
3. Submit your completed application to the Supervisor's Office for review by e-mailing it to [agreenan@twsny.org](mailto:agreenan@twsny.org).
4. If space is available and your event date(s) are approved, you will be notified by the Supervisor's Office and asked to provide any applicable payment and certificate of insurance. **Final confirmation of your approved application will e-mailed after all application requirements have been met.** (Payment must be made by check.)
5. Cancellations **must be emailed** to [agreenan@twsny.org](mailto:agreenan@twsny.org) at least 48 hours prior to scheduled event to be eligible for any refunds.

*All questions should be directed to [agreenan@twsny.org](mailto:agreenan@twsny.org) or 716-558-3202.*

## Town of West Seneca Application for Use of Facilities

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 Large Conference Room

CCL Multi-Purpose Room  Gym  Kiwanis Pavilion  Pool Shelter

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 \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List specific dates and times below:  
Blanket requests will not be accepted.  
Dates are limited to 6 months from date of application.

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. 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 Supervisor's office. 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. See Sample attached noting all required limits.
- 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 Supervisor's Office at least 48 hours prior to scheduled event. Any refunds for cancellation are at the discretion of the Supervisor's Office.
- h. Upon receipt and approval of the certificate of insurance (when applicable) and receipt of any applicable rental fee, 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 Supervisor's office 48 hours prior to the approved usage date and any 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 rooms/gyms must be returned to pre-event condition. An additional fee of \$50 will be assessed for housekeeping for rooms not left pre-event condition.
- or for damages.
- 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.
- 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 applying to capacity, consumption of alcohol and public decorum. 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 gym time.
- Property damage should be reported to the Buildings and Grounds employee in the Community Center and Library immediately.
- 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
- Hours: \_\_\_\_\_
- No reservation fee.
- No certificate of insurance is required.
- No food is permitted.
- Clear beverages permitted.
- For-profit events not permitted.

## **Multi-Purpose Room in Community Center and Library**

- Room capacity: 25
- Hours: \_\_\_\_\_
- No reservation fee.
- No certificate of insurance is required.
- No food is permitted.
- Clear beverages permitted.
- For-profit events not permitted.



### Large Conference Room in Community Center

- Room capacity: 122
- Fee: \_\_\_\_\_
- Hours: \_\_\_\_\_
- 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.
- No food is permitted.
- Clear beverages permitted.

### Gym in Community Center

- Room capacity: \_\_\_\_\_
- Fee: \_\_\_\_\_
- Available to reserve for dates from September 1<sup>st</sup> to May 31<sup>st</sup>. No reservations accepted for June 1<sup>st</sup> to August 31<sup>st</sup>.
- Hours: Monday through Friday between 5 p.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 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.
- 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.

### Kiwanis Pavilion and Pool Shelter at 1250 Union Road

- Capacity: \_\_\_\_\_
- Hours: 8 a.m. to dusk

### Alcohol: Beer and wine is permitted with the following conditions:

- Individuals under age 21 are not allowed to be served or consume alcoholic beverages on the premises.
- All beverages must remain in the room where the activity is being hosted. Open containers will not be permitted elsewhere in the building.

### 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.

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: \_\_\_\_\_

DRAFT