



TOWN OF AMHERST

ERIE COUNTY, NEW YORK
 HARLEM ROAD COMMUNITY CENTER
 4255 HARLEM ROAD AMHERST, NEW YORK 14226-4426
 PHONE (716) 631-7200 FAX (716) 839-2119 EMAIL – skern@amherst.ny.us

APPLICATION FOR BUILDING USE

TODAY'S DATE:			
ORGANIZATION NAME:			
PERSON(S) IN CHARGE:			
COMPLETE ADDRESS:			
PHONE:	FAX:	EMAIL:	
NATURE/PURPOSE OF BUILDING USE:			
NUMBER OF PERSONS EXPECTED:			
WILL MONEY BE COLLECTED OR CHARGED TO PARTICIPANTS:			HOW MUCH?:
DATE(S) NEEDED:		TIME NEEDED:	
PLEASE INDICATE AREAS NEEDED:			
MEETING ROOM(S):		YOUTH CENTER:	
GYM:		AUDITORIUM/ STAGE:	
PLEASE CIRCLE ROOM SET UP:			
Conference Style	Classroom Style	Theater Style	Other
CHAIRS (HOW MANY):	PODIUM:	MIC:	SCREEN:
TABLES (HOW MANY): (8', 6', 4X4 CARD TABLE)	P.A. SYSTEM:		TV/DVD
SPECIAL INSTRUCTIONS:			

FEES: REGULAR USERS: AUD - \$24.00 PH GYM - \$24.00 PH ROOMS - \$18.00 PH
 NON-PROFIT: AUD - \$20.00 PH; GYM - \$20.00 PH; ROOMS - \$15.00 PH
 YOUTH CENTER: \$40 PH <49 PEOPLE; \$50 PH 50> PEOPLE
 PAVILION \$25.00 RENTAL FEE

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 631-7200 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 HARLEM ROAD COMMUNITY CENTER MUST BE NOTIFIED IN WRITING OF ANY CHANGE IN THIS REGARD.

SIGNATURE- AGENCY REPRESENTATIVE



THE FOLLOWING REGULATIONS HAVE BEEN ESTABLISHED BY
THE HARLEM ROAD COMMUNITY 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 Harlem Road Community 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 Harlem Road Community Center with respect to any permit, and shall be on hand when ever the facilities are used under such permit, unless the coordinator of the Harlem Road Community Center shall have notice in advance that another will serve in that capacity.

Officially designated personnel of the Harlem Road Community 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 may be required prior to use. 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 end of each month. In these cases, payment is due within 10 business days of receiving this invoice. If payment is not received by the due date, loss of privileges may ensue. Applicants must notify Harlem Road Community Center personnel about cancellations at least 24 hrs. 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.

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 Harlem Road Community Center and the off-street parking rules of the Town of Amherst. Officials shall have full authority to enforce parking regulations. Please return a signed copy to:

Harlem Road Community Center
4255 Harlem Road
Amherst, NY 14226
Att: Susan Kern

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

Date: _____ Organization: _____
Signature & Title of Applicant: _____