



West Side Community Services

161 Vermont Street, Buffalo, NY 14213
Phone: 716-884-6616 Fax: 716-884-6639

Use of Facilities Application

Today's Date:

Event Date(s):

Person Making Request:

Phone:

Address:

Email:

Name of Group:

Names of lead individuals who will be on site and responsible for building use (up to two people may be designated):

Phone number(s) of on-site lead individual(s):

Group classification number (see Use of Facilities Fee Schedule): 1 2 3 Other

Type of Function:

Estimated # of guests:

Rooms to be used:

Gym (equipment not provided)

Computer lab

Cafeteria

Art Room

Building use start time:

Building use end time:

In order for your application to be considered, you must also submit:

1. Signed and dated Facility Usage Rules and Regulations
2. A copy of your insurance certificate naming West Side Community Services as an additional insured (see WSCS Facility Usage Rules and Regulations for full details)

For office use:

Regular Fees

<u>Reserve the Date Deposit</u>	<u>Building Use Fee</u>	<u>Total Amount</u>
Due at contract signing	Daily total: # of days per month:	

Penalty Fees

Assessed after building usage as necessary

<u>Excess Cleaning Fee</u>	<u>Damage Fee</u>	<u>Overtime Usage</u>	<u>Total Penalties To Be Paid</u>

Inspection Staff:

Date:

User:

DEPOSIT

Amount:

Cash/CC/Check #:

Date Deposit Paid:

Receipt #

Staff:

BALANCE

Amount:

Cash/CC/Check #:

Date Balance Paid:

Receipt #:

Staff:

PENALTIES

Amount:

Cash/CC/Check #:

Date Penalties Paid:

Receipt #:

Staff: