



## Use of Facilities Fee Schedule for West Side Community Services

West Side Community Services (WSCS)'s facilities are used primarily to facilitate WSCS programs and services. The Board of Directors recognizes it is beneficial to make the facilities available to others in the Buffalo community when the use does not interfere with WSCS programs.

Priority is given to 501(c)3 non-profit organizations with missions that align with that of WSCS.

### **SECTION 1 – APPLICATION FOR USE OF WSCS FACILITIES**

Requests should be made at least 10 days in advance and no more than three months prior to date of use. All groups are required to fill out a request for use of facilities, provide insurance, and confirm approval prior to event.

- Hourly cleaning fees or other fees may be charged at WSCS's discretion, in addition to the fees listed below, for any use of a facility that requires extra cleaning or maintenance to prepare for use or prepare it again for normal use after an activity.
- Groups may be required to pay for a cleaner when one is not already scheduled (Sat/Sun).
- Alarm charges of \$100 will be applied if the group enters restricted areas.

Fees below are subject to change to cover the cost of staffing, especially for building use outside of normal WSCS business hours.

### **SECTION 2 – CLASSIFICATION OF GROUPS\* - Additional fees may apply**

<b><u>CHARGE</u></b>	<b><u>GROUP</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>EXAMPLES – will be determined by administration</u></b>
During normal business hrs: \$10 per 2-hour meeting/session  Outside of business hrs: \$50/hr	1	Non-profit 501(c)3 community-based organizations focusing on Buffalo residents with budgets under \$250k	Somali Bantu Community Organization of Buffalo, Karen Society of Buffalo
During normal business hrs: \$25/hr  Outside of business hrs: \$50/hr	2	Non-profit 501(c)3 community-based organizations focusing on other than Buffalo residents or with budgets over \$250k, government agencies/bodies	Jewish Family Services of WNY, Journey's End Refugee Services
\$50/hr	3	For-profit organizations and all others.	Paid sports leagues, other gatherings that do not fall under groups 1 or 2

**SECTION 3 – RENTABLE AREAS**

<b><u>AREAS</u></b>	<b><u>AVAILABILITY</u></b>
Gym (not including equipment), cafeteria, art room, computer lab	Available for use
Stay and Play Children and Family Center, game room, offices, kitchen	Not available for use

<b><u>DAILY CHARGE FOR CLEANER (SAT/SUN ONLY)</u></b>
\$40

**SECTION 4 - CANCELLATION POLICY**

If you must cancel your scheduled use of the building, please do so at least 48 hours in advance.

Cancellations made at least 48 hours in advance will not be penalized. If payment has been made for use of the building, the user may choose either to have the payment refunded or applied to a rescheduled date that is agreeable to both parties.

Cancellations made with less than 48 hours notice will be billed for the full amount of the scheduled use.

**SECTION 5 - BILLING SCHEDULE**

Long-term recurring building usage, including daily cleaning fees, is billed monthly. Long-term users must be paid in full every month to maintain their scheduled use. Late or missed payments may result in a revocation of access to WSCS facilities.