



Depew Community Center
570 Gould Ave.
Depew, NY 14043
(716) 288-7221

Application for Use of the Depew Community Center Facilities

Name of Group: _____

Date of Application: _____

☐ Single Event Description of event: _____

☐ Recurring use of specific rooms/areas for regularly scheduled program

Specific Date(s) or Days Required: _____

(circle): Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Times Facilities Required: From: _____ AM/PM To: _____ AM/PM

Rooms/Areas to be used: (circle): Gym Stage Kitchen Quiet/Meeting Room

Do you plan to serve alcohol at your event? Yes No

If Yes: You are required to purchase a one-day liability insurance policy naming Depew Community Action Team as an additional insured. This protects you and the Community Center in case of an alcohol-related claim. Proof of this policy must be submitted 2 weeks prior to your event. These policies can be purchased online or from your insurance agent.

Contact Person: _____ Phone #: _____

Address: _____

Email: _____

The applicant and the individual executing this application hereby waive any and all claims, demands, and causes of action that they may have against Depew Community Action Team as a result of the use of the Depew Community Center facilities pursuant to this application. The applicant and the individuals executing this application shall indemnify and hold harmless the Depew Community Action Team and its officers, agents, and employees from and against any and all costs of litigation arising out of or associated with the use of the Depew Community Center property by the applicant group and its members, guests, employees, and agents pursuant to this application

We have read and agreed to comply with the Policies and Regulations Regarding Use of the Depew Community Center Facilities

Printed Name of Applicant: _____

Signature of Applicant: _____

Address: _____ Phone: _____



FOR OFFICE USE ONLY

Approved: Yes No Date of Approval: _____

Rooms/areas to be used: _____

Donations/Fees Paid \$: _____ Receipt No.: _____

Note: A Copy to be given to applicant after approval. Original application to be retained in the DCC files.

Facility Use Policy

Policies and Regulations Regarding Use of the Depew Community Center Facilities

POLICIES

Depew Community Action Team (DCAT) recognizes that providing its physical facilities in support of residents, organizations and programs can increase our outreach in our community. At the same time, it is necessary that such use of facilities and equipment be controlled in the best interest of the facility. The intent of this statement is to establish consistent requirements for those using our facilities.

All those using the Depew Community Center facilities must confirm acceptance of the terms herein specified. All required application forms must be completed and approved by DCAT. Further, all key deposits, fees, etc., **must be paid not less than two days before use** of the facilities shall begin. An exception to this timeline is the use of the facilities on a recurring or co-use basis, for which payment of fees is due on the 1st of each month. Payment of fees or donations for use of our facilities may be paid in cash or by check or money order. If a check or money order is used, it shall be made out to the Depew Community Center. Renewal of permission to use stated facilities depends, in part, on satisfactory compliance with requirements during the previous period of use. Groups that use the facilities on a year-round basis must renew their application each year.

The DCAT reserves the right to accept or deny requests for use of the Depew Community Center (DCC) facilities and to cancel or modify established agreements in the Depew Community Center's best interest regarding property management, requirements for use of the facilities for Depew Community Center activities (*which shall always have priority*), and DCC relationships with governmental regulations.

Requests for use of the facilities and/or equipment are to be processed through the DCC office. Requests will be honored on a first-come, first-served basis as recorded on the DCC calendar. Reservations will be held for seven (7) calendar days, at which time any fees due must be paid. If the fees are not paid within seven (7) days, the reservation is not considered firm and may be superseded. Regularly scheduled activities of the DCC have priority over all other requests.

TERMS

The terms "single event" and "recurring use" are used throughout this policy package. "*Single event*" is defined as one event a year. "*Recurring use*" is defined as use of specific rooms/areas more than once a year for



regularly scheduled programs or activities.

REGULATIONS

_____ 1. All persons and groups desiring use of the DCC facilities and/or equipment must sign this agreement with DCAT. The agreement acknowledges the group's intent to abide by these policies and to accept responsibility for any damages to the facilities and/or equipment.

_____ 2. The objectives of the using group and the activities conducted on the property must not be in conflict with the mission of the Depew Community Center.

_____ 3. Smoking will not be permitted inside the building.

_____ 4. Alcoholic beverages or liquors may not be consumed on the premises without proof of one day insurance policy.

_____ 5. Decorations used must be flameproof and shall not be attached to fixed portions of the facilities without specific approval in writing. Confetti is not acceptable in any part of the building. Decorations must not damage the facilities or furnishings in any way. The user group must remove all decorations when finished using the facilities. Permanent decorations are not allowed.

_____ 6. Candles are not permitted, unless for ceremonial use. If used, lit candles must be "dripless" and must not be placed around any DCC facility equipment. Candle usage must be discussed with Event Coordinator.

_____ 7. Building use hours are **8:00 a.m. to 9:30 p.m.** Evening events will be concluded and the building **closed by 9:30 p.m.**, unless special arrangements have been made.

_____ 8. If this is a single-use event, a member of the DCC will open and close the building for your event. If for any reason your event concludes earlier than expected, please notify the closer. **The building may not be left open and unattended.**

_____ 9. User groups will be responsible for leaving the facilities in the same condition in which they found them. For example, all furniture and equipment must be left in the position where it was found: the kitchen left in clean condition, dishes washed and put away, floors swept, waste baskets emptied into the outside commercial trash bins. (A broom and dustpan are located in the kitchen).

_____ 10. The user group shall be held responsible for all loss or damage to the DCC property during periods when they are using the facilities

_____ 11. No facilities, equipment, furniture, or kitchen items shall be added, modified, loaned out, moved, or removed without prior approval from the DCC event coordinator.

_____ 12. All outside equipment needs prior approval.

_____ 13. Permission to use the DCC facilities or equipment shall not include liability on the part of the DCC for property damage or personal injuries resulting from user-group activities.



_____14. Youth groups using the facility and/or equipment must have adequate adult supervision. All children under the age of 18 must be under adult supervision while on the premises.

_____15. Table set up and take down 10 tables and the applicable chairs or less is the responsibility of the user group. There will be an option to pay for a service to set up and break down for more than 10 tables/chairs at a cost of \$150. Payment due with the usage fee, and is non-refundable.



FEES

All persons/groups approved for use of the DCC facilities are required to pay applicable fees, as stated in this policy package.

DCAT Board members and their immediate families are encouraged to use the facility without an expected donation. Requests for such usage should be made following reservation procedures, as stated in this policy document.

A **security deposit** equivalent to the facility-use fee is **required two weeks prior to the event** and will be returned within ten days upon completion of the event if the facility is left in satisfactory condition.

Current facility-use fees are stated in the "Worksheet for Assessing Facility-Use Donations," found in this package.

If further information or clarification is needed, individuals should contact the facility manager at 716-288-7221.

Accepted applicants will be required to provide a copy of a temporary rider added to their insurance, covering the dates and times of rental, and indemnifying DCAT from all liability, including indemnification for legal costs incurred when alcohol is being served.

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Depew Community Center Facility User After-Event Checklist

Event Date and Time: _____

Responsible Person/Organization: _____

INSTRUCTIONS: As the contracted user of this space, it is your responsibility to ensure that the facility is left in the same condition in which you found it at the beginning of your event. Please check off each item and sign the form where indicated. Cleaning supplies such as mop, broom, plastic bags and cleaning fluids are located in the kitchen (on shelving units, under the sink, hanging on the wall). When completed, please leave the signed form on the island in the kitchen.

- _____ 1. Floors swept (no crumbs, debris) and damp mopped if needed (no spills, stains).
- _____ 2. Tables wiped clean, stacked on carts and returned to storage room (unless you were asked by Depew Community Center event coordinator to leave them set up or are paying for set up and break down).
- _____ 3. Chairs stacked neatly along sides of gymnasium.
- _____ 4. If used, the kitchen counters, sink, stove wiped clean.
- _____ 5. All trash bags are removed, tied and placed outside in the totes adjacent to the parking lot. Note that recyclables should be placed in green-topped totes, trash in black totes.
- _____ 6. Bathrooms are left in clean condition.
- _____ 7. No evidence of tape, adhesives, tacks, fasteners are left on walls, mirrors or other surfaces.
- _____ 8. No evidence of abuse of the facility inside or outside.

Present

Additional comments:
