APPLICATION PROCESS FOR USE OF THE WNY WELCOME CENTER COMMUNITY ROOM

The Community Room at the WNY Welcome Center can be reserved by local community groups or non-profit organizations on a first-come, first-serve basis. To apply for Community Room use, please fill out the Application for Use of the WNY Welcome Center Community Room.

A submitted application does not constitute a guaranteed reservation. After approval, you will be contacted and put on the calendar. The Community Room is generally available for 1 hour increments although extensions are permissible if no other groups are waiting to use the room. You may not exceed occupancy of 12 people. Space may be reserved once per month and up to three months in advance to ensure fair availability to other groups and residents.

No outside food or drinks allowed, please remove any trash or personal belongings when your time is completed.

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The Community Room at the WNY Welcome Center is made available to local community groups or non-profit organizations. Please allow several business days for review of your application. Additional documentation may be required for proof of affiliation and/or non-profit status.

Date Requested: _____ **Time Requested:** _____

Official Name of Group or Organization: _____

Parent or Affiliate Organization: _____

Website: _____

What is the purpose, function, or reason for using the Community Room? _____

_____

_____

Individual Completing the Application:

Name: _____

Mailing Address: _____

Daytime Phone: _____ **Mobile:** _____

Email Address: _____

Other Members authorized to make reservations: _____

_____

I, as an individual or a representative of a group or organization, accept responsibility for any damage or loss of community room equipment incurred to the WNY Welcome center as a result of use of the community meeting space.

By signing below, I am attesting that I agree to abide by all terms set forth for the use of the space.

_____ **Date:** _____

Signature:

Email completed application to:
rdd68@cornell.edu
Any questions, please call 716.773.0970