



CITY OF BUFFALO
DEPARTMENT OF PUBLIC WORKS
Division of Parks & Recreation



BYRON W. BROWN
MAYOR

SUSAN M. GONZALEZ
DEPUTY COMMISSIONER

BUILDING USE PERMIT APPLICATION
DAILY FEES - \$25.00

Today's Date _____

Approved _____

Community Center Requested _____

PLEASE CHECK AREA REQUESTED:

_____ Meeting Room

_____ Gymnasium

_____ Other (Please specify) _____

NAME OF APPLICANT _____

ORGANIZATION (IF APPLICABLE) _____

PURPOSE _____

ADDRESS _____ CITY/ZIP _____

PHONE # DAYS _____ EVENING # _____

START DATE _____ FINISH DATE _____

DAYS _____

HOURS _____

DOES GROUP HAVE INSURANCE? (Please Check One) Yes _____ No _____

APPROXIMATE NUMBER OF PEOPLE _____

(One million dollar liability insurance, naming the City of Buffalo as additional insured required for sporting events.)

GENERAL INFORMATION

1. Meetings and events must end thirty (30) minutes prior to the closing of the building.
2. NO alcoholic beverages allowed.
3. Under NO circumstances are parties/meetings permissible when admission is charged.
4. The Deputy Commission of Parks and Recreation reserves the right to rescind this permit without cause.
5. Please police and clean all areas during and after event is over.

Please mail or fax this application to:

City of Buffalo Division of Parks & Recreation
City Hall
65 Niagara Square
Buffalo, New York 14202
(f) 716-884-9669