



BUFFALO BRANCH LIBRARIES – APPLICATION AND FEE STRUCTURE FOR USE OF FACILITY SPACE

This application is for the following Buffalo Libraries:

- Crane Branch** - 716-883-6651 Second floor meeting room, elevated stage, stair access, capacity - 75.
- Dudley Branch** - 716-823-1854 Main level meeting room. - 35
- East Clinton Branch** - 716-823-5626 Main level meeting room, capacity - 25
- East Delavan Branch** - 716-896-4433 Lower level meeting room, capacity - 30.
- Frank E. Merriweather, Jr. Branch** - 716-883-4418, Main level meeting room, capacity - 30.

(There is a separate application for use of the Merriweather Auditorium)

- Niagara Branch** - 716-882-1537 Lower level meeting room spaces, elevator, capacity - 75.
- North Park** -716-875-3748 No separate facility rooms available.
- Riverside Branch** - 716-875-0562 Main level meeting room, capacity - 40.

(There is a separate application for use of the Central Library Meeting rooms & Auditorium)

Fees as of July 1, 2013

- **Non-Profit organizations – not charging a fee to attendees:**

Use of the room is free. Must be used during regular, open business hours.

Event must be free and open to the public. Refreshments must be preapproved by the library.

- **Non-Profit organizations charging a fee to attendees or, a For-Profit business using the room without a fee to attendees -- the following fees apply:**

\$100 – for up to 4 hours use of library meeting room during regular open library hours with a standard set-up (excluding Merriweather Auditorium).

\$50 – for each additional hour or fraction thereof. Security staffing & subsequent fee will be based on event needs and anticipated attendance.

After hours security personnel fee: \$100 / first 3 hours, \$16 additional ½ hour rate per guard.

Event must be open to the public. Refreshments must be preapproved by the library.

- **For-Profit businesses charging an admission fee to attendees -- the following fees apply:**

\$200 – for up to 4 hours use of library meeting room during regular open library hours with a standard set-up (excluding Merriweather Auditorium).

\$50 – for each additional hour or fraction thereof. Security staffing & subsequent fee will be based on event needs and anticipated attendance.

After hours security personnel fee: \$100 / first 3 hours, \$16 additional ½ hour rate per guard.

Event must be open to the public. Refreshments must be preapproved by the library.

Please submit the application form below in duplicate at least 4 weeks in advance.

Allow 2 weeks for processing. A copy with your confirmation or rejection noted will be returned to you. **Application must be accompanied by a non-refundable deposit of \$50.00 (cash, money order, credit card, or certified check payable to the Buffalo & Erie County Public Library).** Deposit will be returned if application is denied. Approval for use of the meeting room is not confirmed until you receive a copy of the contract, signed by the Library director or designee, and any payment or deposit, if required, has been made.



BUFFALO BRANCHES - APPLICATION FOR USE OF FACILITY SPACE

Please type or print.

Library Name: _____ Room Assignment: _____ (To be made by library)

ORGANIZATION INFORMATION

Today's date: _____

Organization Name: _____

Organization Address: _____

Purpose of Organization: _____

Select one, the organization is a _____ Non-Profit _____ For-Profit

APPLICANT INFORMATION

Name & Title of Applicant : _____

Address : _____

Telephone number: _____ Email address: _____

MEETING INFORMATION -MEETING MUST BE OPEN TO THE PUBLIC

Date requested (day of week, month, date, year): _____

Is this a recurring meeting? _____ (reservations may be limited)

Reservation start time: _____ Program start time: _____ Program end time: _____ Reservation end time: _____

Expected attendance: _____

Describe event/program in detail: (Attach additional sheet if necessary) _____

Are you charging a fee to attendees? _____ What is the fee? _____

Does your organization require any special accommodations? If yes, please list: _____

Will you need Wi-Fi? _____ How many attendees will need Wi-Fi? _____

Indicate in the rectangle below preferred arrangement of seating / tables. Show entrances, exits where available. Nothing may be applied to walls, windows or other surfaces.

SPECIAL EQUIPMENT (to be brought in by applicant) list items: _____

Note date and hour of arrival/delivery: _____

I agree that I have read the Buffalo & Erie County Public Library's *Rules of Conduct and Facility Use Policy* and agree, on behalf of the applying organization, to be bound by the terms of use set forth therein, including acceptance of liability for personal injury, damage to library facilities, and/or loss of library property arising from use of the facility space by the applicant. I agree to hold harmless the B&ECPL for any and all liability which arises out of the use of the facility space. I understand I do not have approval for use of the facility space until I receive a copy of this contract signed by the Library director or designee and, if required, my payment or deposit has been made.

Name: _____ Date: _____

Signature: _____ Name of organization: _____

Do Not Write In This Space

Application Approved: _____ By: _____ Date: _____

Application Rejected: _____ By: _____ Date: _____

- Check the event type: _____ Free event presented by Non-Profit
- _____ Admission event presented by Non-Profit
- _____ Free event presented by For-Profit business
- _____ Admission event presented by For-Profit business

Fee: \$ _____ (see rate fees on page 1) Due: _____ Paid: _____ Date: _____