

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.
East Clinton Branch - 716-823-5626	Main level meeting room, capacity - 30.
East Delavan Branch - 716-896-4433	Lower level meeting room.
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, stair access only, capacity - 75.
North Park -716-875-3748	Main level meeting room, capacity - 30
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

- Not for 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.

- Not for profit organizations charging a fee to attendees or, a 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.

- 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 this form in duplicate at least 4 weeks in advance. Allow 2 weeks for processing. If your organization is required to pay a fee for meeting room use, your application must be accompanied by a non-refundable deposit of \$50.00 (cash, money order or certified check payable to Buffalo & Erie County Public Library). Deposit will be returned if application is denied. Approval for use of the facility space 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 _____ Not for profit _____ For profit	

APPLICANT INFORMATION
Name & Title of Applicant : _____
Address : _____
Telephone number: _____ Email address: _____

MEETING INFORMATION
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 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 not for profit		
_____ Admission event presented by not for profit		
_____ Free event presented by Profit business		
_____ Admission event presented by Profit business		
Fee: \$ _____ (see rate fees on page 1) Due: _____ Paid: _____ Date: _____		

Return to your Buffalo Branch Library 4 weeks prior to reservation date. Thank you.