



1 Lafayette Square, Buffalo, NY 14203 716-858-8900

## APPLICATION AND FEE STRUCTURE FOR USE OF THE CENTRAL LIBRARY AUDITORIUM

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*The Mason O. Damon Auditorium has permanent seating for 324 people, a stage, separate ADA accessible entrance (Clinton Street, nearby restrooms and a self-service coat check room.*

### Fees for use of the Central Library Auditorium as of July 1, 2013

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

\$150 - for up to 4 hours use during regular open Library hours.

\$37.50 - for each additional hour or fraction thereof. (Additional fees if library is closed)

Set-up time included in the fee is for 2 hours. One rehearsal conducted during regular open Library hours is included in rental fee. After hours or additional rehearsals are subject to additional charges.

For events requiring a building guard, the guard will arrive 30 minutes before the start of the meeting/program and will remain until the last person has vacated the premises. A building guard is required for any use of the Auditorium beyond Monday - Friday 9 a.m. - 5:30 p.m. or Thursdays from 9 a.m. - 7:30 p.m. Use during the Monday - Friday hours would normally not require building guard services unless event size, anticipated attendance, complexity or safety issues warrant such services as determined by the Library. Weekend and after hours security personnel fee: \$100 / first 3 hours, \$16 additional ½ hour rate per guard.

**Event must be is free and open to the public.**

- **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:**

\$500 - for up to 4 hours use during regular open Library hours.

\$100 - for each additional hour or fraction thereof. (Additional fees if library is closed)

Set-up time included in the fee is for 2 hours. One rehearsal conducted during regular open Library hours is included in rental fee. After hours or additional rehearsals are subject to additional charges.

For events requiring a building guard, the guard will arrive 30 minutes before the start of the meeting/program and will remain until the last person has vacated the premises. A building guard is required for any use of the Auditorium beyond Monday - Friday 9 a.m. - 5:30 p.m. Use during the Monday - Friday hours would normally not require building guard services unless event size, anticipated attendance, complexity or safety issues warrant such services as determined by the Library. Weekend and after hours security personnel fee: \$100 / first 3 hours, \$16 additional ½ hour rate per guard.

**Event must be open to the public.**

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

\$600 - for up to 4 hours use during regular open Library hours.

\$100 - for each additional hour or fraction thereof. (Additional fees if library is closed)

Set-up time included in the fee is for 2 hours. One rehearsal conducted during regular open Library hours is included in rental fee. After hours or additional rehearsals are subject to additional charges.

For events requiring a building guard, the guard will arrive 30 minutes before the start of the meeting/program and will remain until the last person has vacated the premises. A building guard is required for any use of the Auditorium beyond Monday - Friday 9 a.m. - 5:30 p.m. Use during the Monday - Friday hours would normally not require building guard services unless event size, anticipated attendance, complexity or safety issues warrant such services as determined by the Library. Weekend and after hours security personnel fee: \$100 / first 3 hours, \$16 additional ½ hour rate per guard.

**Event must be open to the public.**

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**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 \$100.00 (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.

**QUESTIONS: 716-858-7182 or 716-858-7181 - Development & Communications Department**

[testaj@buffalolib.org](mailto:testaj@buffalolib.org)



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APPLICATION FOR USE OF THE CENTRAL LIBRARY AUDITORIUM

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 \_\_\_\_\_

Phone number: \_\_\_\_\_ Email Address: \_\_\_\_\_

MEETING INFORMATION

Event/Program name: \_\_\_\_\_

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

Reservation start time: \_\_\_\_\_ Program start time: \_\_\_\_\_ Program end time: \_\_\_\_\_ Reservation end time: \_\_\_\_\_

Expected attendance: \_\_\_\_\_ (minimum attendance of 100 required for use)

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

Admission Charge (Y/N): \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Time when participants need access to auditorium prior to program: \_\_\_\_\_

If rehearsal is needed, please include the date and time: \_\_\_\_\_ One rehearsal conducted during regular business hours is included in rental fee. After hours or additional rehearsals are subject to additional charges.

LIBRARY EQUIPMENT is limited to the items listed below. The Library does not provide computer equipment.

Please check item and quantity needed.

TABLES (60") - in lobby area  Number needed \_\_\_\_\_ Limit 10  Not needed

TABLES (60") - on stage  Number needed \_\_\_\_\_  Not needed

Folding chairs - in lobby area  Number needed \_\_\_\_\_  Not needed

Folding Chairs - on stage  Number needed \_\_\_\_\_  Not needed

Lectern - on stage  Center  Right side  Left side  Not needed

Curtain - on stage  Open  Closed

Floor Microphones stands (2) \_\_\_\_\_ Table Microphones stands (2) \_\_\_\_\_  Not needed

Wireless handheld mics (2) \_\_\_\_\_ Wired handheld mics (2) \_\_\_\_\_  Not needed

Screen  Table for projector   Not needed

Piano\*  Center stage  Other position  \_\_\_\_\_  Not needed

\*Authorization to use piano, must be preapproved & obtained by the Library's Development & Communications Department (716-858-7182). Piano tuning done at users expense by qualified tuner approved by the Library.

Nothing may be applied to walls, windows or other surfaces. Self-service coat checkroom available.

House & stage lighting is pre-set. Changes during program are user's responsibility.

Does your organization require any special accommodations? If yes, please list \_\_\_\_\_

Will you need Wi-Fi? \_\_\_\_\_ How many attendees will need Wi-Fi? \_\_\_\_\_

SPECIAL EQUIPMENT (to be brought in by applicant) List items, use back if necessary: \_\_\_\_\_

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 either damage to library facilities 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 \_\_\_\_\_ For (Name of organization) \_\_\_\_\_

Do Not Write In This Space

Application Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Application Rejected: \_\_\_\_\_ Date: \_\_\_\_\_

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

Building Guard Required (see rate fees on page 1) \_\_\_\_\_ Not required: \_\_\_\_\_