

CENTRAL LIBRARY – APPLICATION AND FEE STRUCTURE FOR FACILITY USE (EXCLUDING AUDITORIUM)**THIS DOCUMENT IS TWO PAGES, IT IS 8 1/2 X 14"****This application is for the Central Library Only:**

West Room: 50 seat capacity; can be set-up various ways with tables and chairs. The room is located on the main level of the library near Fables Café and is handicapped accessible.

Central Meeting Room: 100 seat capacity; can be set-up various ways with tables and chairs. The room is equipped with a large screen. It is handicapped accessible and located on the second floor of the Library.

Gallery Conference Room: 68 seat capacity; can be set-up various ways with tables and chairs. The room is equipped with a screen. The room has glass doors which overlook a Gallery and Children's area. It is handicapped accessible and located on the second floor of the Library.

Other spaces may be available upon request. **The Library Auditorium has a separate application.**

Fees as of July 1, 2013

- **Not for profit organizations – not charging a fee to attendees:**

\$ 75 – up to 4 hours use of meeting room during regular open library hours with a standard set-up.

\$ 25 – for each additional hour or fraction thereof. Security staffing & subsequent fee will be based on event needs and anticipated attendance.

Event must be free and open to the public. Event must occur during regular open library hours.

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 – up to 4 hours use of meeting room during regular open library hours with a standard set-up.

\$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 – up to 4 hours use of meeting room during regular open library hours with a standard set-up.

\$100 – 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 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 testaj@buffalolib.org – Development & Communications Department

CENTRAL LIBRARY - APPLICATION FOR USE OF A FACILITY SPACE, page 2

Please type or print. Central Meeting Room (100 seat capacity)
 West Room (50 seat capacity) Gallery Conference Room (68 seat capacity)

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 in detail what the room will be used for? (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?** _____

OTHER REQUIREMENTS: - The Library does not provide computer equipment. Indicate in the rectangle below your preferred arrangement for seating and the preferred position of speaker(s).

____ number of chairs ____ number of tables

Do you need: Screen yes no LCD projector yes no

Podium yes no. 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: _____ **Date:** _____

Application Rejected: _____ **Date:** _____

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