



**APPLICATION AND FEE STRUCTURE FOR USE OF THE
FRANK E. MERRIWEATHER JR. BRANCH LIBRARY AUDITORIUM**

The Frank E. Merriweather Jr., Branch Auditorium is state-of-the art with permanent seating for 150 people. The room is configured like a lecture hall with a permanent lectern and microphone, screen and overhead projector. There is limited space for up to 2 tables and several chairs on the unelevated stage. The Auditorium is ADA compliant. The Library does have a smaller meeting room that can accommodate 30. Please use the "Buffalo Branch Application and Fee Structure" form to reserve the meeting room.

Fees for use of the Frank E. Merriweather Jr., Branch Auditorium 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:**

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

\$ 50 - for each additional hour or fraction thereof. (Additional fees if library is closed)

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. The security personnel fee is based on that time span, 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:**

\$ 250 - up to 4 hours use during regular open Library hours.

\$ 50 - for each additional hour or fraction thereof. (Additional fees if library is closed)

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. The security personnel fee is based on that time span, 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 form below in duplicate at least 4 weeks in advance. Allow 2 weeks for processing. A copy with your confirmation or rejection will be returned to you. **Application must be accompanied by a non-refundable deposit of \$100 (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 Auditorium 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: 716-883-4418



**APPLICATION FOR USE OF THE
FRANK E. MERRIWEATHER JR. BRANCH LIBRARY AUDITORIUM
1324 Jefferson Avenue, Buffalo, NY 14208 716-883-4418**

<u>ORGANIZATION INFORMATION</u>	Today's date: _____
Organization Name: _____	
Organization Address: _____	
Purpose of Organization: _____	
Select one, the organization is a _____ Non-Profit _____ For-Profit	
<u>APPLICANT INFORMATION</u>	
Name & Title of Applicant: _____	
Address _____	
Phone number: _____ Email Address: _____	

<u>MEETING INFORMATION</u>
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: _____
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. There are a total of four tables available. Please check item and quantity needed.

- | | |
|---|-------------------------------------|
| TABLES (60") - in lobby area <input type="checkbox"/> Number needed _____ | <input type="checkbox"/> Not needed |
| TABLES (60") - on stage <input type="checkbox"/> Number needed _____ | <input type="checkbox"/> Not needed |
| Folding chairs - in lobby area <input type="checkbox"/> Number needed _____ | <input type="checkbox"/> Not needed |
| Folding Chairs - on stage <input type="checkbox"/> Number needed _____ | <input type="checkbox"/> Not needed |
| Lectern (microphone included) | <input type="checkbox"/> Not needed |

Curtain - on stage Open Closed Media needed: please check Laptop DVD player VHS player

Nothing may be applied to walls, windows or other surfaces. Housing and stage lighting is preset. Lighting is preset and changes during the program are the user's responsibility.

NO SMOKING. NO REFRESHMENTS MAY BE SERVED.

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 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 _____ 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: _____
Circle event type: Free/Non-Profit Charging by Non-Profit For-Profit business Charging by For-Profit business	
Building Guard Required (see rate fees on page 1) _____ Not required: _____	

Send both copies of this to: