

CITY OF BUFFALO BRANCH LIBRARIES APPLICATION/FEE STRUCTURE FOR FACILITY USE – MEETING ROOMS & TABLES

Meeting rooms & tabling are available at the following Buffalo Branch Libraries:

Crane Branch - 716-883-6651 Second floor meeting rooms (100 person or 10 person capacity).

Dudley Branch - 716-823-1854 Main level meeting room (35 person capacity).

East Clinton Branch - 716-823-5626 Main level meeting room (25 person capacity).

Elaine M. Panty Branch - 716-875-0562 Main level meeting room (35 person capacity).

Leroy R. Coles, Jr. Branch - 716-896-4433 Lower level meeting room (137 person capacity).

Frank E. Merriweather, Jr. Branch - 716-883-4418 Small meeting room (30 person capacity).

There is a separate application for use of the Merriweather Auditorium – visit: https://tinyurl.com/2kpaavyp

Isaías González-Soto Branch – 716-882-1537 Lower level auditorium (92 person capacity).

Lower level meeting room (27 person capacity).

North Park Branch - 716-875-3748 Main level meeting room (30 person capacity).

There is a separate application for use of the Central Library Auditorium & meeting rooms - visit: https://tinyurl.com/2kpaavyp

All meeting rooms are ADA-compliant.

Tabling for non-profit organizations, at no cost, is available at all Buffalo branch libraries.

Library patrons must follow all security, health and safety policies required by the Buffalo & Erie County Public Library.

Refreshments: The serving of any/all refreshments must be preapproved by the Library as stated in the *Facility Use Policy, Section II. D. #7*.

ALL programs/events must be open to the public and be held during the Library's regular, open business hours.

Use of the room is free, unless:

• Presenter is charging a fee to attendees (see fee structure below)

FEES

If an admission is being charged:

• Use of the room is \$100 per day

Event must be open to the public. Additional fees may apply based on event needs and anticipated attendance.

Submit application at least three (3) weeks prior to program date to allow time for processing. A copy with your confirmation signed by the Library will be returned to you. If the organization is required to pay a rental fee, Application must be accompanied by a non-refundable deposit of \$50.00 (cash, money order, certified check or credit card) payable to: Buffalo & Erie County Public Library. Deposit will be returned if application is denied. Approval for use of the meeting room is not confirmed until the Application is signed by the Library director or designee and any payment/deposit, if required, has been made.

QUESTIONS: Contact the Library at the specific phone number at the top of this page.



CITY OF BUFFALO BRANCH LIBRARIES $\begin{tabular}{ll} APPLICATION FOR FACILITY USE-MEETING ROOMS \& TABLES \\ \end{tabular}$

Organization name: Organization address: Purpose of organization: Organization is a (select one): Non-Profit For-Profit Government Agency APPLICANT INFORMATION Name & Title of Applicant: Address: Telephone number: Email address: Telephone number: Email address: Telephone number: Program name: Date requested (day of week, month, date, year): Is this a recurring meeting? (reservations may be limited) Reservation start time: Program start time: Program nate tespected attendance: Describe 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): Contact the library in advance to arrange for delinery. I agree that I have read the Buffalo & Eric 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, Annange 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 RECPL for any and all liability 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. I agree that my organization and all attendees will follow all security, health, and safety policies required by the Buffalo & Frie County Public Library. Name: Date: Signature: Name: Date: Ibrary Use Only Select one: Free program Program with admission fee Application: Date: Date: Date: Date:	Library name:	Room/table assignment:	(determined by library)
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Program with admission fee Application: (Circle one) Approved or Rejected			
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Fee \$ ______ (see rates pg.1) Deposit paid: _____ Balance due: _____ Paid: ____