



CITY OF BUFFALO BRANCH LIBRARIES

APPLICATION/FEE STRUCTURE FOR FACILITY USE – MEETING ROOMS & TABLES

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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).
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 Merriweather Auditorium - 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.**

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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.

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**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.



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APPLICATION FOR FACILITY USE – MEETING ROOMS & TABLES

Library name: \_\_\_\_\_ Room/table assignment: \_\_\_\_\_ (determined by library)

<b>ORGANIZATION INFORMATION</b>	Today's date: _____
Organization name: _____	
Organization address: _____	
Purpose of organization: _____	
Organization is a (select one): _____ Non-Profit _____ For-Profit _____ Government Agency	

<b>APPLICANT INFORMATION</b>
Name & Title of Applicant: _____
Address: _____
Telephone number: _____ Email address: _____

<b>Program name:</b> _____
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: _____ <b>Describe program in detail: (Attach additional sheet if necessary)</b> _____
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 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.**

I agree that my organization and all attendees will follow all security, health, and safety policies required by the Buffalo & Erie County Public Library.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Name of organization: \_\_\_\_\_

<b>Library Use Only</b>	
<b>Select one:</b>	
____ Free program	
____ Program with admission fee	
Application: (Circle one) Approved or Rejected	
Signed by Library: _____	Date: _____
Fee \$ _____ (see rates pg.1)	Deposit paid: _____ Balance due: _____ Paid: _____