



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

Central Library Auditorium – Application/Fee Structure for Facility use

The Mason O. Damon Auditorium at the downtown Central Library is a recently renovated, ADA-compliant, state-of-the-art room with permanent seating, an elevated stage, restrooms, and a self-service coat check. There is an ADA-accessible entrance at Clinton Street. **Capacity is 301.**

Library patrons must follow all security, health and safety policies required by the Buffalo & Erie County Public Library. For security purposes, everyone must go through a weapons detection system to enter the Library.

ALL programs/events must be open to the public.

Use of the Auditorium is free, **unless:**

- Presenter is charging a fee to attendees (*see fee structure below*), or
- The program/event is taking place (starting, ending, or both) outside of the Library's regular, open business hours (*see fee structure below*).

FEES

If an admission is being charged OR the program takes place outside of regular hours:

- Use of the Auditorium is \$100 per day

If an admission is being charged AND the program takes place outside of regular hours:

- Use of the Auditorium is \$200 per day

If the Library approves the program to start or end outside of regular open Library hours, additional fees may be incurred including for security, maintenance, and other staffing.

Set-up time of up to two (2) hours conducted during regular open Library hours is included in the rental fee. All events require Library Security. The building guard will arrive 30 minutes prior to the start of the program and will remain until the last person has vacated the premises. Anyone entering the Library must go through our weapon detection system.

The event size, anticipated attendance, complexity, or safety issues may warrant additional Library Security (at the renter's expense) and/or an insurance rider may be required holding harmless the Library.

Submit Application at least four (4) weeks prior to program date. Allow one week 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, the 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 Auditorium is not confirmed until the application is signed by the Library director or designee and any payment/deposit, if required, has been made.**

▪ **QUESTIONS: 716-858-7180 or 716-858-7182** ▪



Central Library Auditorium – Application for Facility Use

ORGANIZATION INFORMATION	Today's date: _____
Organization name: _____	
Organization address: _____	
Purpose of organization: _____	
Select one, the organization is: _____ Non-Profit ____ For-Profit ____ Government Agency	
APPLICANT INFORMATION	
Name & title of applicant: _____	
Address: _____	
Telephone number: () _____ Email address: _____	
Program name as it should appear on public calendar: _____	
Date requested (day of week, month, date, year): _____	
Reservation start time: _____ Program start time: _____ Program end time: _____	
Reservation end time: _____ Expected attendance: _____	
Describe program in detail (<i>Attach additional sheet if necessary</i>): _____	

Are you charging a fee to attendees? ____ What is the fee? ____	
Is registration required? ____ If yes, how can people register? _____	

LIBRARY EQUIPMENT House & stage lighting is pre-set.
The Library can provide an LCD projector, laptop, and screen.

- | | |
|--|--|
| <input type="checkbox"/> Tables (60") in lobby area (6 max): ____ | <input type="checkbox"/> Tables (60") on stage (5 max): ____ |
| <input type="checkbox"/> Chairs in lobby (12 max): ____ | <input type="checkbox"/> Chairs on stage (40 max): ____ |
| <input type="checkbox"/> Screen <input type="checkbox"/> Laptop <input type="checkbox"/> Table for laptop | <input type="checkbox"/> LCD projector |
| <input type="checkbox"/> Lectern with microphone on stage: <input type="checkbox"/> Left side of stage <input type="checkbox"/> Center stage | |
| <input type="checkbox"/> Floor microphone & stand (2 max): ____ | <input type="checkbox"/> Table microphone (3 max): _____ |

Piano*, center stage: Yes No
*Use of piano must be preapproved. Tuning at user's expense by qualified tuner approved by Library.

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

Does your organization require any special accommodations? If yes, please list: _____

SPECIAL EQUIPMENT (to be brought in by applicant) List items, use back if necessary: _____
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 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 /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: _____ For (name of organization): _____

Library Use Only
Application (<i>circle one</i>): Approved or Rejected. Signed by Library: _____
Fee: \$ _____ (<i>see fee rates pg. 1</i>) Deposit paid: ____ Balance due: _____ Paid: _____

Return to: Buffalo & Erie County Public Library, Development Office • 1 Lafayette Square • Buffalo, NY 14203
Fax: 716-845-9053 or Email: goodrichc@buffalolib.org Questions: 716-858-7180 or 716-858-7182