

MASON O. DAMON (CENTRAL LIBRARY) AUDITORIUM

AUDITORIUM APPLICATION INFORMATION

Formal application for the use of the auditorium is made with library management. An individual responsible for the meeting must complete and sign an application form. Application forms for auditorium use are available from the Office of Community Relations. Completed forms must be filed with the Office of Community Relations not less than 4 weeks in advance of event. Action on any application will require 2 weeks for evaluation. Applicant will be notified of confirmation or rejection by mail. **Any cancellations or change of meeting dates must be approved by Library management.**

Programs planned by the Library take precedence over activities of outside groups. The Library reserves the right to pre-empt the use of the auditorium for Library purposes upon sixty (60) days notice to the organization requesting that space.

In fairness to the numerous groups of the community, reservations may be limited in frequency and are taken not more than three (3) months in advance.

FEES: A minimum fee of **\$150.00** is charged for auditorium use up to 4 hours. For each additional hour or fraction thereof, the fee is **\$37.50**.

If an admission fee is charged or collected by advance sale or other arrangements, there shall be a minimum fee of **\$300.00** for **4 hours** use and **\$75.00** for each additional hour or fraction thereof.

Charges for Security: A separate schedule of charges for the services of on-site security personnel will be provided with application forms.

Note: Application for any use of the auditorium requires a **non-refundable deposit of \$100.00**. Deposit will be returned if application is denied by the Library. Fees are payable in cash, money order or certified check.

AUDITORIUM RULES OF USE

1. Activities must be conducted in such a way as not to disturb library operations. The applicant is responsible for managing orderly behavior of all attendees. Adult supervision is required for any group of minors. Applicants and program participants are expected to conform to the Library's **Rules of Conduct**, copies of which are available on request.
2. Smoking and alcoholic beverages are not permitted. No refreshments may be served.
3. The auditorium must be vacated by 11:30 p.m
4. All areas must be left in orderly, uncluttered condition. Tables and chairs must be returned to the positions in which they were found.
5. No games of chance may be played.
6. The Library will provide no audio-visual equipment or operators.
7. The Library will provide no storage space and assumes no responsibility for equipment or personal articles belonging to applicants or their guests. Library personnel will not move or rearrange heavy equipment.

8. The applicant accepts liability for either damage to library facilities or loss of library property.
9. An anticipated attendance of 100 is required. Maximum capacity is 324 and may not be exceeded.
10. All publicity is the responsibility of the applicant and must clearly identify the sponsoring organization. The location of the Library may be publicized, but the Library telephone number may not be placed on publicity, as the Library is not a source of information concerning the event. Neither the name nor the address of the Library may be used as the official address or headquarters of an organization. No deliveries are to be made unless the sponsor is present to accept them.
11. The Library does not discriminate on the basis of disability in any of its programs and services, and organizations using the Library's auditorium are required to provide reasonable accommodations for persons with disabilities (e.g. assistive listening devices, interpreters, etc., when and if possible) as required by the Americans with Disabilities Act. The Library may be able to assist with some accommodations if requests are made at least five working days in advance of the activity.
12. Library personnel must have free access to the auditorium at all times. The Library retains the right to monitor all activities conducted on the premises to ensure compliance with its regulations. Violation of any of the Library's rules shall be grounds for denial of future use of the auditorium.

Buffalo & Erie County Public Library
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