

APPLICATION FOR USE OF AUDITORIUM

BUFFALO & ERIE COUNTY PUBLIC LIBRARY, LAFAYETTE SQUARE, BUFFALO, NY 14203

Auditorium entrance is on Clinton Street, at the Northwest corner of the Clinton and Ellicott Street intersection and should be so noted on program announcements.

PLEASE TYPE OR PRINT. SUBMIT IN DUPLICATE AT LEAST **4 WEEKS IN ADVANCE**. ALLOW **2 WEEKS FOR PROCESSING**. DUPLICATE (WITH CONFIRMATION OR REJECTION NOTED) WILL BE RETURNED. **APPLICATION MUST BE ACCOMPANIED BY NON-REFUNDABLE DEPOSIT OF \$100.00** (CASH, MONEY ORDER OR CERTIFIED CHECK PAYABLE TO BUFFALO & ERIE COUNTY PUBLIC LIBRARY). DEPOSIT WILL BE RETURNED IF APPLICATION IS DENIED. **See attached sheet for current fee schedule.**

I have read and understand the Buffalo & Erie County Public Library "Auditorium Policy," "Auditorium Application Information" and "Auditorium Rules of Use" 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 auditorium by the applicant.

Name of Group _____ Today's Date _____

Date requested _____ Program starting time _____ Program concludes by _____

Activity or purpose of meeting _____

Name & Title of Applicant _____ Phone _____

Address of Applicant _____

Admission charge (Y/N) _____ Attendance expected _____

Time when participants need access to auditorium prior to program _____

If rehearsal (1) is needed, please indicate date and time _____

(NOTE: Only one rehearsal may be conducted without charge during regular library hours if approved by Library administration. Additional rehearsals or rehearsals after hours must be treated as additional fee-based bookings and are subject to standard charges.)

LIBRARY EQUIPMENT IS LIMITED TO ITEMS NOTED. PLEASE CHECK EACH.

(NOTE: A total of 5 tables available for lobby & stage.)

TABLES (60") (In Lobby)	TABLES (60") (On Stage)	LECTERN (On Stage)	PROJECTION
___ Number	___ Number	___ Center	___ Screen
___ Not Needed	___ Not Needed	___ Right side	___ Table for Projector
		___ Left side	___ Not needed
		___ Not needed	
CHAIRS (In Lobby)	CHAIRS (On Stage)	CURTAIN (Stage)	MICROPHONE(S)
___ Number	___ Number	___ Open	___ Table
___ Not needed	___ Not needed	___ Closed	

PIANO: (Y/N) _____ Center stage (Y/N) _____ Other position _____

Authorization to use piano must be obtained from Library's Office of Community Relations. Piano tuning done at user expense by qualified tuner approved by Library.

Users may not apply displays, posters, etc. to any wall surfaces. Self-service checkroom available. House & stage lighting is pre-set. Changes during program are user's responsibility.

NO SMOKING PERMITTED. NO REFRESHMENTS MAY BE SERVED.

SPECIAL EQUIPMENT (to be brought in by applicant)

List items: _____

Note date and hour of arrival/delivery: _____

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DO NOT WRITE IN THIS SPACE

APPLICATION APPROVED_____ DATE_____

APPLICATION REJECTED_____ DATE_____

FEE_____ DUE_____ PAID_____

BUILDING GUARD NEEDED___ NOT NEEDED___ (See attached sheet for fees)

SEND BOTH APPLICATIONS TO:

Office of Community Relations, B&ECPL, Lafayette Square, Buffalo, NY 14203

Phone: (716) 858-7182.

AudApp/5-04