



## CENTRAL LIBRARY OUTDOOR READING PARK AND RAMP POLICY

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Buffalo's Reading Park green space adjacent to the downtown Central Library and the Library's main entrance ramp are flexible use public programming spaces. They are bordered by Washington Street, Broadway and Ellicott Street in downtown Buffalo, facing Lafayette Square.

Officially designated as a City of Buffalo Park, management and programming of the Reading Park is granted to the Buffalo & Erie County Public Library.

**All requests for use of the Reading Park or Library Ramp should be made at least one month in advance by calling the Library at 716-858-8050 or 716-858-7182.**

**Use of the Reading Park and Central Library Ramp require the following:**

- Applicant must read and adhere to the [Buffalo & Erie County Public Library Facility Use Policy](#).
  - Applicant must read and adhere to the [Buffalo & Erie County Public Library Rules of Conduct](#).
  - Applicant must sign the [Application and Fee Structure - Outdoor Reading Park and Central Library Ramp](#).
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- Social distancing protocols must be followed.
  - All programs and activities must be free and open to the public and have some relevance to the Library's mission of connecting our diverse community with library resources that enrich, enlighten and entertain.
  - All programs and activities must occur during regular Central Library open hours.
  - The Library requires proof of insurance coverage (minimum \$1 million) from any group utilizing the Reading Park upon completion of this application. The Buffalo & Erie County Public Library, 1 Lafayette Square, Buffalo, NY 14203; The City of Buffalo, 65 Niagara Square, Buffalo, NY 14202; Buffalo Place Inc., 671 Main Street, Buffalo, NY 14203; and Erie County, 95 Franklin Street, Buffalo, NY 14202 should each be listed as Additional Insured.
  - Use of Library-owned outdoor furniture, tents, microphones, podium, mobile stage or any other equipment is granted at the discretion of the Library.
  - The use of paint, spray paint, permanent chalk or any other paint-like material or adhesive is not permitted.
  - It is expected that care will be taken to prevent damage to the Park's trees, plantings, furnishings and signage before and during the scheduled activity.
  - Dispensing or sale of food or beverage, or inclusion of food trucks or carts, must be pre-approved in advance by the Library. Alcohol is not permitted.
  - The Library is not able to provide overnight storage of equipment or supplies.
  - The Library does not have any outdoor restroom facilities.
  - Vehicles or heavy equipment must not be driven or parked on any grassy areas of the Park.
  - The Library controls no parking on nearby streets and so cannot provide parking for event organizers,

performers or volunteers.

- Depending upon the size and scale of proposed event, organizer may be required to get a permit from the City of Buffalo.
  - Amplified sound will be set at a level so as to not be disruptive or unreasonable to surrounding residences and businesses, based on City of Buffalo ordinance.
  - Access to electric power and water is very limited; therefore, need for use of these must be identified at time of booking.
  - Applicant /organization is fully responsible for the setup and operation of its own equipment and for removal and post-event cleanup.
  - Fees for security or maintenance services may be charged depending on the type of program proposed.
  - Applicant must adhere to the terms of the Library's *Rules of Conduct* and *Facility Use Policy* and its *Downtown Library Ramp Policy* as well as the City of Buffalo's Park Regulations.
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Return completed application no less than one month in advance to:  
Buffalo & Erie County Public Library, 1 Lafayette Square, Buffalo, New York 14203  
Attention: Development & Communications  
Email: [testaj@buffalolib.org](mailto:testaj@buffalolib.org)  
Fax: 716-845-9053  
Questions: 716-858-8050 or 716-858-7182

3/10/22



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

## CENTRAL LIBRARY

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### APPLICATION/FEE STRUCTURE FOR FACILITY USE – RAMP & READING PARK

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**Outdoor spaces available for use at the downtown Central Library include:**  
Washington Street Entrance Ramp  
Reading Park

Library patrons must follow all 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.**

#### **FEES – Regular Hours of Operation**

##### **NON-PROFIT ORGANIZATIONS (not charging an admission fee):**

- \$75 - Up to 4 hours use of space with a standard set-up;
- \$25 - For each additional hour or fraction thereof. Security staffing and subsequent fee will be based on event needs and anticipated attendance;

##### **FOR-PROFIT BUSINESS**

- \$100 - Up to 4 hours use of space with a standard set-up;
- \$50 - For each additional hour or fraction thereof. Security staffing and subsequent fee will be based on event needs and anticipated attendance;

**FEES – Before/After Regular Hours of Operation: **currently not being offered****

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**Submit Application form at least one month prior to program date.**

Allow two weeks for processing. A copy with your confirmation or rejection noted will be returned to you. If 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 space is not confirmed until the Application is signed by the library director or designee and any payment or deposit has been made.**

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**QUESTIONS: 716-858-8050 • Development & Communications Department**

3/10/2022



**CENTRAL LIBRARY - APPLICATION FOR OUTDOOR FACILITY USE – ENTRANCE RAMP & READING PARK**

**Outdoor spaces available at the downtown Central Library include:** *(select one or both)*

- Washington Street Entrance Ramp
- Reading Park

**Organization Name:** \_\_\_\_\_

Organization Address: \_\_\_\_\_

Purpose of Organization: \_\_\_\_\_

Organization is *(select one)*:  Non-Profit  For-Profit  Government Agency

**Name & Title of Individual Applicant:** \_\_\_\_\_

Telephone number: (\_\_\_\_) \_\_\_\_\_ Email address: \_\_\_\_\_

**Program Name:** \_\_\_\_\_

Describe program *(Attach additional sheet if necessary)*: \_\_\_\_\_

Date requested (day of week, month, date and year): \_\_\_\_\_

Recurring program? Expected attendance: \_\_\_\_\_

Reservation start time: \_\_\_\_\_ Program start time: \_\_\_\_\_ Program end time: \_\_\_\_\_ Reservation end time: \_\_\_\_\_

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

**LIBRARY EQUIPMENT is limited. Please mark items needed:**

- Tents (10' x 10') 4 available. Number needed: \_\_\_\_\_
- Tables (6') 10 available. Number needed: \_\_\_\_\_  Folding chairs, 50 available. Number needed: \_\_\_\_\_
- Microphone  Podium  Electrical access

Indicate preferred arrangement of all equipment, tables, and chairs: \_\_\_\_\_

*Nothing may be applied to walls or other surfaces.*

**SPECIAL EQUIPMENT** (to be brought in by applicant): \_\_\_\_\_

*List all equipment, display items and refreshments. Contact 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 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 health and safety policies required by the Buffalo & Erie County Public Library.

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

Signature: \_\_\_\_\_ Name of Organization: \_\_\_\_\_

**Library Use Only** Application: *(circle one)* Approved or Rejected. Signed by Library: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/20\_\_

Fee: \$ \_\_\_\_\_ *(see fee rates pg. 1)* Deposit paid: \_\_\_\_\_ Balance due: \_\_\_\_\_ Paid: \_\_\_\_\_