



## CITY OF BUFFALO BRANCH LIBRARIES

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

Meeting rooms & tabling are available at the following Buffalo branch libraries:

- Crane Branch** - 716-883-6651 Upper floor room, elevated stage, stair access only (75 person capacity).  
**Dudley Branch** - 716-823-1854 Main level meeting room, ADA compliant (35 person capacity).  
**East Clinton Branch** - 716-823-5626 Main level meeting room, ADA compliant (25 person capacity).  
**Elaine M. Panty Branch (Riverside)** - 716-875-0562 Main level meeting room, ADA complaint (35 person capacity).  
**Leroy R. Coles, Jr. Branch (East Delavan)** - 716-896-4433 Lower level meeting room, ADA compliant (137 person capacity).  
**Frank E. Merriweather, Jr. Branch** - 716-883-4418 Small meeting room, ADA compliant (30 person capacity).  
*There is a separate application for use of the Merriweather Auditorium - visit: <https://tinyurl.com/2kpaavyp>*  
**Isaías González-Soto Branch (Niagara)** - 716-882-1537 Lower level meeting rooms, ADA compliant (75 person capacity).  
**North Park Branch** - 716-875-3748 Main level meeting room, ADA compliant (30 person capacity).

*There is a separate application for use of the Central Library Auditorium & meeting rooms - visit: <https://tinyurl.com/2kpaavyp>*

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. There are no fees for tabling by non-profit organizations.**

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

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

- Use of the room is free. No fees, admission fee or donation can be charged to attendees. Room must be used during regular, open business hours.

**Event must be free & open to the public. Refreshments must be preapproved by the library.**

##### **NON-PROFIT ORGANIZATIONS (charging an admission fee) OR a FOR-PROFIT BUSINESS (not charging an admission fee):**

- Room must be used during regular, open business hours.
- \$50 - Up to 4 hours use of space with a standard set-up;
- \$25 - For each additional hour or fraction thereof. Security staffing & subsequent fee will be based on event needs and anticipated attendance;

**Event must be open to the public. Refreshments must be preapproved by the library.**

##### **FOR-PROFIT BUSINESSES (charging an admission fee):**

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

**Event must be open to the public. Refreshments must be preapproved by the library.**

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

**Submit Application form at least three (3) weeks prior to program date.** Allow two weeks for processing. A copy with your confirmation/rejection will be returned to you. Application must be accompanied by a non-refundable deposit of \$50.00 if organization is required to pay a rental fee (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 or deposit has been made.**

**Questions:** see Library phone number at the top of this page.



CITY OF BUFFALO BRANCH LIBRARIES - 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: _____	
Select one, Organization is a _____ 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) list items: \_\_\_\_\_

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 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, presented by Non-Profit	
_____ Admission program, presented by Non-Profit	
_____ Free program, presented by For-Profit business	
_____ Admission program, presented by For-Profit business	
Application: (Circle one) Approved or Rejected	
Signed by Library: _____	Date: _____
Fee \$ _____ (see rates pg.1) Deposit paid: _____ Balance due: _____ Paid: _____	