



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

Set-up time of up to two (2) hours and one rehearsal conducted during regular open Library hours is included in rental fee. For events requiring 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. A building guard is required for any use of the Auditorium beyond regular open hours Monday – Friday. Use during the Monday – Friday hours would normally not require building guard services unless event size, anticipated attendance, complexity or safety issues warrant such services as determined by the Library.

Additional fees may apply based on event needs and anticipated attendance.

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 *(Attach additional sheet if necessary)*: _____

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.

☐ Tables (60") in lobby area (6 max): _____

☐ Tables (60") on stage (5 max): _____

☐ Chairs in lobby (12 max): _____

☐ Chairs on stage (40 max): _____

☐ Screen Laptop Table for laptop

☐ LCD projector

☐ Lectern with microphone on stage: ☐ Left side of stage ☐ Center stage

☐ Floor microphone & stand (2 max): _____

☐ 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 *(circle one)*: Approved or Rejected. Signed by Library: _____

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