



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 newly-renovated, ADA-compliant, state-of-the-art room with permanent seating, an elevated stage, restrooms and a self-service coat room. There is an ADA accessible entrance at Clinton Street. The Auditorium is available for use only during regular Library open hours. **Capacity is 301.**

Library patrons must follow all health and safety policies required by the Buffalo & Erie County Public Library.

ALL programs must be open to the public. All programs must occur during regular library open hours.

FEES - Regular Hours of Operation

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

- \$150 - Up to 4 hours use of space with a standard set-up;
- \$40 - For each additional hour or fraction thereof. Security staffing & subsequent fee will be based on event needs and anticipated attendance;
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. Weekend security/personnel fee: \$125 for up to 3 hours per guard/cleaner, plus \$20 per additional ½ hour rate per guard/cleaner.

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

- \$500 - Up to 4 hours use of space with a standard set-up;
- \$100 - For each additional hour or fraction thereof. Security staffing & subsequent fee will be based on event needs and anticipated attendance;
Set-up time of up to two (2) hours and one rehearsal conducted during regular open Library hours is included in rental fee. Additional rehearsals are subject to additional charges. For events requiring library security, the building guard will arrive 30 minutes prior to the start of the meeting/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. Weekend security/personnel fee: \$125 for up to 3 hours per guard/cleaner, plus \$20 per additional ½ hour rate per guard/cleaner.

FOR-PROFIT BUSINESSES (charging an admission fee):

- \$600 - Up to 4 hours use of space with a standard set-up;
- \$100 - For each additional hour or fraction thereof. Security staffing & subsequent fee will be based on event needs and anticipated attendance.
Set-up time of up to two (2) hours and one rehearsal conducted during regular open Library hours is included in rental fee. Additional rehearsals are subject to additional charges. For events requiring library security, the building guard will arrive 30 minutes prior to the start of the meeting/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. Saturday security/personnel fee: \$125 for up to 3 hours per guard/cleaner, plus \$20 per additional ½ hour rate per guard/cleaner.

Submit Application form at least four (4) weeks prior to program date.

Allow one week for processing. A copy with your confirmation will be returned to you. 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 or deposit has been made.**

QUESTIONS: 716-858-7189, 858-7181 or 716-858-7182 • Development & Communications Department

4/26/2022



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: _____

Date requested (day of week, month, date, year): _____

Reservation start time: _____ Program start time: _____ Program end time: _____

Reservation end time: _____ Expected attendance _____ (minimum attendance of 125 required for use)

Describe program in detail: (Attach additional sheet if necessary) _____

Are you charging a fee to attendees? _____ What is the fee? _____

If rehearsal is needed, please include the date & time: _____ One rehearsal conducted during regular business hours is included in the fee. Additional rehearsals are subject to additional charges.

LIBRARY EQUIPMENT House & stage lighting is pre-set. The Library can provide an LCD projector & screen.

Renter must use their own laptop.

Tables (60") in lobby area (6 max): _____ Tables (60") on stage (5 max): _____

Chairs in lobby (12 max): _____ Chairs on stage (40 max): _____

Screen 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 room available.

Does your organization require any special accommodations? If yes, please list _____

Will you need Wi-Fi? _____ How many attendees will need Wi-Fi? _____

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 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: _____

Building Guard Required (see rate fees on page 1) Yes or Not required

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