



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

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## CENTRAL LIBRARY AUDITORIUM - APPLICATION/FEE STRUCTURE FOR FACILITY USE

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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 including, but not limited to, the wearing of a face covering for those ages 2 and over.

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.

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#### **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**

6/24/2021



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 \_\_\_\_\_

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 including; but not limited to, the wearing of a face covering for those ages 2 and over .

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: \_\_\_\_\_