



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 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.**

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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

**If the Library approves the program to start or end outside of regular open Library hours, additional fees may be incurred including for security, maintenance, and other staffing.**

Set-up time of up to two (2) hours conducted during regular open Library hours is included in the rental fee. All events require 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. Anyone entering the Library must go through our weapon detection system.

The event size, anticipated attendance, complexity, or safety issues may warrant additional Library Security (at the renter's expense) and/or an insurance rider may be required holding harmless the Library.

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**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: \_\_\_\_\_