



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

## CENTRAL LIBRARY

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

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Rooms/tabling available for use at the downtown Central Library include:

Central Meeting Room (100 person capacity)

Collections Gallery Conference Room (68 person capacity)

West Room (49 person capacity)

Information tables

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 who have not been fully vaccinated against COVID-19.

**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.**

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#### FEES – Regular Hours of Operation

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

- \$75 - Up to 4 hours use of space with a standard set-up;
- \$25 - For each additional hour or fraction thereof. Security staffing and subsequent fee will be based on event needs and anticipated attendance;

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

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

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

- \$200 - Up to 4 hours use of space with a standard set-up;
- \$100 - For each additional hour or fraction thereof. Security staffing and subsequent fee will be based on event needs and anticipated attendance.

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

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**Submit Application form at least three (3) weeks prior to program date.**

Allow two weeks for processing. A copy with your confirmation or rejection noted will be returned to you. If organization is required to pay a rental fee, 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 meeting space is not confirmed until the Application is signed by the library director or designee and any payment or deposit has been made.**

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

6/24/2021



## CENTRAL LIBRARY - APPLICATION FOR FACILITY USE - MEETING ROOMS & TABLES

### Rooms/tabling available at the downtown Central Library include:

- Central Meeting Room (100 person capacity)
- Collections Gallery Conference Room (68 person capacity)
- West Room (49 person capacity)
- Tabling on main floor

**Organization Name:** \_\_\_\_\_

Organization Address: \_\_\_\_\_

Purpose of Organization: \_\_\_\_\_

Organization is (select one): \_\_\_ Non-Profit \_\_\_ For-Profit \_\_\_ Government Agency

**Name & Title of Individual Applicant:** \_\_\_\_\_

Telephone number: (\_\_\_\_) \_\_\_\_\_ Email address: \_\_\_\_\_

**Program Name:** \_\_\_\_\_

Date requested (day of week, month, date and year): \_\_\_\_\_

Recurring meeting? Expected attendance: \_\_\_\_\_

Reservation start time: \_\_\_\_\_ Program start time: \_\_\_\_\_ Program end time: \_\_\_\_\_ Reservation end time: \_\_\_\_\_

Describe program: (Attach additional sheet if necessary.) \_\_\_\_\_

Are you charging a fee to attendees? \_\_\_\_\_ If yes, what is the fee? \_\_\_\_\_

Does your organization require any special accommodations? If yes, please list: \_\_\_\_\_

### **LIBRARY EQUIPMENT is limited. Please check items needed:**

- LCD projector       Screen       Podium       Microphone
- Tables (60"). Number needed: \_\_\_\_\_       Chairs. Number needed: \_\_\_\_\_

Indicate preferred arrangement of all equipment, tables, and chairs: \_\_\_\_\_

*Nothing may be applied to walls, windows or other surfaces.*

**SPECIAL EQUIPMENT** (to be brought in by applicant): \_\_\_\_\_

*Contact 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 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 including; but not limited to, the wearing of a face covering for those ages 2 and over who have not been fully vaccinated against COVID-19.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Name of Organization: \_\_\_\_\_

**Library Use Only** Application: (circle one) Approved or Rejected. Signed by Library: \_\_\_\_\_ Date: \_\_\_/\_\_\_/20\_\_

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