
FRANK E. MERRIWEATHER, JR. BRANCH LIBRARY AUDITORIUM
APPLICATION/FEE STRUCTURE FOR FACILITY USE

The Frank E. Merriweather Jr., Branch Auditorium is ADA compliant and has permanent seating for 150 people. The room is configured like a lecture hall with a lectern, microphone, screen and overhead projector. There is limited space for up to two tables and several chairs in the front of the room. The Library has a smaller (30 person capacity) meeting room. Please use the "City of Buffalo Branch Application/Fee Structure" form to reserve the small meeting room.

Refreshments are not permitted in the Frank E. Merriweather, Jr. Branch Library Auditorium. Refreshments served in the **lobby** must be preapproved by the library as stated in the *Facility Use Policy, Section II. D. #7*.
ALL programs must be open to the public.

FEES – Regular Hours of Operation**NON-PROFIT ORGANIZATIONS (not charging an admission fee):**

- Use of the room is free.

No fees, admission fee or donation can be charged to attendees. Auditorium must be used during regular, open business hours. One rehearsal conducted during regular open Library hours is included.

Event must be free & open to the public. Lobby refreshments must be preapproved.

NON-PROFIT ORGANIZATIONS (charging an admission fee) OR a FOR-PROFIT BUSINESS (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 & subsequent fee will be based on event needs and anticipated attendance;

One rehearsal conducted during regular open Library hours is included in rental fee. After hours or additional rehearsals are subject to additional charges. For events requiring library security, the building guard will arrive 30 minutes before the start of the program and will remain until the last person has vacated the premises. The security personnel fee is based on that time span, event needs and anticipated attendance. After hours security personnel fee: \$125 for up to 3 hours per guard/cleaner, plus \$20 per additional ½ hour rate per guard/cleaner.

Event must be open to the public. Lobby refreshments must be preapproved.

FOR-PROFIT BUSINESSES (charging an admission fee):

- \$250 - Up to 4 hours use of space with a standard set-up;
- \$50 - For each additional hour or fraction thereof. Security staffing & subsequent fee will be based on event needs and anticipated attendance.

One rehearsal conducted during regular open Library hours is included in rental fee. After hours or additional rehearsals are subject to additional charges. For events requiring library security, the building guard will arrive 30 minutes before the start of the program and will remain until the last person has vacated the premises. After hours security personnel fee: \$125 for up to 3 hours per guard/cleaner, plus \$20 per additional ½ hour rate per guard/cleaner.

Event must be open to the public. Lobby refreshments must be preapproved.

FEES – Before/After Regular Hours of Operation:**NON-PROFIT ORGANIZATIONS/ FOR-PROFIT BUSINESSES:**

- \$125 minimum for up to 3 hours per guard/cleaner, plus \$20 each additional ½ hour per guard/cleaner.

Submit Application form at least four (4) 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, 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 meeting room is not confirmed until the Application is signed by the library director or designee and any payment or deposit, has been made.**



1324 Jefferson Avenue, Buffalo, NY 14208 716-883-4418

FRANK E. MERRIWEATHER JR. BRANCH LIBRARY AUDITORIUM-APPLICATION FOR USE

ORGANIZATION INFORMATION

Today's date: _____

Organization Name: _____

Organization Address: _____

Purpose of Organization: _____

Select one, the organization is a: _____ Non-Profit _____ For-Profit _____ Government Agency

APPLICANT INFORMATION

Name & Title of Applicant: _____

Address _____

Phone 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 and time: _____ One rehearsal conducted during regular business hours is included in rental fee. After hours or additional rehearsals are subject to additional charges.

LIBRARY EQUIPMENT is limited. Please check item and quantity needed.

TABLES (60") - in hallway	<input type="checkbox"/> Number needed _____ (3 max)	<input type="checkbox"/> Not needed
TABLES (60") - in the front of the Aud	<input type="checkbox"/> Number needed _____ (2 max)	<input type="checkbox"/> Not needed
Folding chairs - in hallway	<input type="checkbox"/> Number needed _____	<input type="checkbox"/> Not needed
Folding chairs - in the front of the Aud	<input type="checkbox"/> Number needed _____ (12 max)	<input type="checkbox"/> Not needed
Lectern (microphone included)	<input type="checkbox"/> Not needed	Curtain - on stage <input type="checkbox"/> Open <input type="checkbox"/> Closed
Media needed: please check:	<input type="checkbox"/> Laptop <input type="checkbox"/> DVD player <input type="checkbox"/> VHS player	

Nothing may be applied to walls, windows or other surfaces. Housing and stage lighting is preset.

NO SMOKING. NO REFRESHMENTS MAY BE SERVED.

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 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 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 or deposit has been made.**

Name _____ Date _____

Signature _____ For (Name of organization) _____

Library Use Only

Application Approved: _____ Date: _____

Application Rejected: _____ Date: _____

Fee: \$ _____ (see rate fees on page 1) Due: _____ Paid: _____

Circle one: Free/Non-Profit Admission fee by Non-Profit For-Profit business Charging by For-Profit business

Building Guard Required (see rate fees on page 1) Yes or No

Send/bring to: Frank E. Merriweather Jr. Branch Library 1324 Jefferson Avenue Buffalo, N.Y. 14208 716-883-4418

8/9/2019