
DR. EVA M. DOYLE AUDITORIUM AT THE FRANK E. MERRIWEATHER, JR. BRANCH LIBRARY
APPLICATION/FEE STRUCTURE FOR FACILITY USE

The Dr. Eva M. Doyle Auditorium at the Frank E. Merriweather Jr., Branch is ADA compliant. **Capacity is 150.** 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.

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.

Refreshments are not permitted in the Dr. Eva M. Doyle Auditorium.
ALL programs must be open to the public.

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

- Auditorium must be used during regular, open business hours.
- Use of the room is free.

No fees, admission fee or donation can be charged to attendees.

Event must be free & open to the public.

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

- Auditorium must be used during regular, open business hours.
- \$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;

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 before the start of the program and will remain until the last person has vacated the premises. The security personnel fee (\$125 for up to 3 hours per guard plus \$20 per additional ½ hour) is based on that time span, event needs and anticipated attendance.

Event must be open to the public.

FOR-PROFIT BUSINESSES (charging an admission fee):

- Auditorium must be used during regular, open business hours.
- \$250 - 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.

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 before the start of the program and will remain until the last person has vacated the premises. The security personnel fee (\$125 for up to 3 hours per guard plus \$20 per additional ½ hour) is based on that time span, event needs and anticipated attendance.

Event must be open to the public.

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

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 Auditorium is not confirmed until the Application is signed by the library director or designee and any payment or deposit has been made.**

QUESTIONS: 716-883-4418

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

6/24/2021



DR. EVA M. DOYLE AUDITORIUM AT THE FRANK E. MERRIWEATHER JR. BRANCH LIBRARY
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: _____ (not to exceed 150)

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 work with the Library. Rehearsals are subject to additional charges.

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

Lectern (microphone included) Curtain - on stage Open Closed

Media needed: please check: Laptop DVD player VHS player Screen

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

NO SMOKING. NO REFRESHMENTS ALLOWED IN THE AUDITORIUM.

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.**

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 _____ 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

6/24/2021