Buffalo & Erie County Public
LIBRARY

CITY OF BUFFALO BRANCH LIBRARIES
APPLICATION/FEE STRUCTURE FOR FACILITY USE – MEETING ROOMS & TABLES

Meeting rooms & tabling are available at the following Buffalo branch libraries:

Crane Branch - 716-883-6651   Upper floor room, elevated stage, stair access only (75 person capacity).

Dudley Branch - 716-823-1854   Main level meeting room, ADA compliant (35 person capacity).

East Clinton Branch - 716-823-5626   Main level meeting room, ADA compliant (25 person capacity).

Elaine M. Panty Branch (Riverside) - 716-875-0562 Main level meeting room, ADA complaint (35 person capacity).

Leroy R. Coles, Jr. Branch (East Delavan) - 716-896-4433 Lower level meeting room, ADA compliant (137 person capacity).

Frank E. Merriweather, Jr. Branch - 716-883-4418 Small meeting room, ADA compliant (30 person capacity).
There is a separate application for use of the Merriweather Auditorium – visit: https://tinyurl.com/2kpaavyp

Isaías González-Soto Branch (Niagara) - 716-882-1537 Lower level meeting rooms, ADA compliant (75 person capacity).

North Park Branch - 716-875-3748   Main level meeting room, ADA compliant (30 person capacity).

There is a separate application for use of the Central Library Auditorium & meeting rooms - visit:
https://tinyurl.com/2kpaavyp

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.

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. Room must be used during regular, open business hours.

Event must be free & open to the public. Refreshments must be preapproved by the library.

NON-PROFIT ORGANIZATIONS (charging an admission fee) OR a FOR-PROFIT BUSINESS (not charging an admission fee):
- Room must be used during regular, open business hours.
- $50 - 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;

Event must be open to the public. Refreshments must be preapproved by the library.

FOR-PROFIT BUSINESSES (charging an admission fee):
- Room must be used during regular, open business hours.
- $100 - 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;

Event must be open to the public. Refreshments must be preapproved by the library.

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

Submit Application form at least three (3) weeks prior to program date. Allow two weeks for processing. A copy with your confirmation/rejection will be returned to you. Application must be accompanied by a non-refundable deposit of $50.00 if organization is required to pay a rental fee (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**.

Questions: see Library phone number at the top of this page.

Buffalo & Erie County Public
LIBRARY

CITY OF BUFFALO BRANCH LIBRARIES - APPLICATION FOR FACILITY USE
MEETING ROOMS & TABLES

Library Name: _____ Room/Table Assignment: _____ *(determined by library)*

ORGANIZATION INFORMATION   Today's date:_____

Organization Name: _____

Organization Address: _____

Purpose of Organization: _____

Select one, Organization is a _____ Non-Profit_____ For-Profit _____ Government Agency

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APPLICANT INFORMATION

Name & Title of Applicant: _____

Address: _____

Telephone number: _____ Email address: _____

Program name: _____
Date requested (day of week, month, date, year): _____
Is this a recurring meeting? _____ (reservations may be limited)

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?_____

Does your organization require any special accommodations? If yes, please list: _____
Will you need Wi-Fi?_____ How many attendees will need Wi-Fi? _____
Indicate in the rectangle below preferred arrangement of seating / tables. Show entrances, exits where available. Nothing may be applied to walls, windows or other surfaces.

SPECIAL EQUIPMENT (to be brought in by applicant) list items: _____
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 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: _____ **Name of organization:** _____

Library Use Only

Select one:

____ Free program, presented by Non-Profit

____ Admission program, presented by Non-Profit

____ Free program, presented by For-Profit business

____ Admission program, presented by For-Profit business

Application: *(Circle one)* Approved or Rejected

Signed by Library: _____ Date: _____

Fee $ _____ *(see rates pg.1)* Deposit paid: _____ Balance due: _____ Paid:_____

Return to your Buffalo Branch Library 3 weeks prior to reservation date. Thank you. 6/24/2021