



CITY OF BUFFALO BRANCH LIBRARIES

APPLICATION FOR FACILITY USE - TABLING ONLY

Tabling is available at all Buffalo branch libraries for non-profit organization use.

Due to the COVID-19 pandemic, no meeting room use is permitted, with the exception of the Merriweather Auditorium and the Central Meeting Room at the Downtown Central Library.

Crane Branch - 716-883-6651

Dudley Branch - 716-823-1854

East Clinton Branch - 716-823-5626

Elaine M. Panty Branch (Riverside) - 716-875-0562

Leroy R. Coles, Jr. Branch (East Delavan) - 716-896-4433

Frank E. Merriweather, Jr. Branch - 716-883-4418

Isaías González-Soto Branch (Niagara) - 716-882-1537

North Park Branch - 716-875-3748

For tabling at the Central Library, visit https://www.buffalolib.org/becpl-policies/facility-use-policy

Submit Application form at least one (1) week prior to date. Approval for tabling is not confirmed until the Application is signed by the library director or designee and returned to applicant.

Library Name: _____ Table Assignment: _____ (determined by library)

ORGANIZATION INFORMATION

Today's date: _____

Organization Name: _____

Organization Address: _____

Purpose of Organization: _____

Purpose for tabling: _____

Date requested (day of week, month, day & year): _____ Start time: _____ End time: _____

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

APPLICANT INFORMATION

Name & Title of Applicant: _____

Address: _____

Telephone number: (____) _____ Email address: _____

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

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 and social distancing protocols required by the Buffalo & Erie County Public Library including; but not limited to, the wearing of a face covering and practicing social distancing at all times.

Name: _____ Date: _____

Signature: _____ Name of organization: _____

Library Use Only

Application: (Circle one) Approved or Rejected Signed by Library: _____ Date: _____