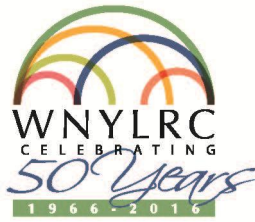


Terms of Use and Fee Structure for WNYLRC Training Center

Description and Terms of Use:

- The WNYLRC Training Center is located at our offices, 4950 Genesee Street in the Airport Commerce Park East complex. We are just minutes from the Buffalo Niagara International Airport, Exit 51 of the New York State Thruway, and the Kensington Expressway (Route 33) to downtown Buffalo.
- The WNYLRC Training Center is located on the ground floor, making it physically accessible to people with disabilities. There is free and ample parking at the location.
- The WNYLRC Training Center is available during our normal business hours, 8:30am-4:30pm, Monday through Friday. Any times requested outside normal business hours must obtain prior approval from WNYLRC. The space is available for full day (8:30am-4:30pm); half day (8:30am-noon or 1-4:30pm) and hourly use, as availability permits. Please note:
 - **Events can only be scheduled when one or more WNYLRC staff members are on-site.**
 - **WNYLRC events receive priority in scheduling events**
- Standard items provided in the basic contract include: a room monitor, a large, 10' screen, LCD projector, presenter lectern with laptop connected to projector and room speaker system, and hi-speed Internet connection. Also, tables and chairs for attendees.
- The WNYLRC Training Center can be configured to suit the needs of the Renter. The room has 17 60-inch tables; each table can accommodate two people in two chairs, for a total 34-seat capacity. If only chair seating is required, the room has a 50-seat capacity for general presentation purposes.
- On-site tech support, up to 15 Windows-based lap top computers, flip charts, pads, markers, snacks, beverages and other general supplies are available for an additional charge. Please ask for pricing. Requested items can be added to the basic contract.
- Adjacent to the Training Center room is the Board Room/Meeting Room. It also has a network connection for internet access, a Smart Board and a PolyCom. Additional cost to use this space in addition to the training center. The meeting space can also be contracted for separately.
- Images and further information pertaining to the Use of the WNYLRC Training Center can be found on our website at: <http://www.wnylrc.org/training-center>

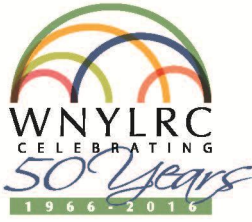


Fee structure: Training Center Room Rental

A 50% deposit of the total rental fee is required to secure a booking, and must be submitted with a signed contract.

- The Renter will be billed the balance, due on the date(s) of the event.
 - Any additional expenses incurred during the event will be billed to the Renter
- Cancellation notice is required a minimum of 14 days prior to the date of the scheduled event in order to receive full reimbursement of the deposit.
 - The deposit may be retained in whole or in part by WNYLRC to cover any damages or other costs to WNYLRC incurred by the Renter's use of the Training Center

	Full day (7 hrs)	Half day (3.5 hrs)	Hourly	Evenings/weekends
Governing Members	\$0	\$0	\$0	TBD
Affiliate and Patron Organizational Members	\$100	\$75	\$30	TBD
Not-for-Profit Non-Members	\$200	\$125	\$40	TBD
For-Profit Non-Members	\$600	\$300	\$100	TBD



WESTERN NEW YORK
LIBRARY RESOURCES COUNCIL
Questioning existing practices. Testing new ideas.
WNYLRC: a leader in library innovation.

Airport Commerce Park East | 4950 Genesee Street | Suite 170 | Cheektowaga, NY 14225-5528
phone 716.633.0705 | fax 716.288.9400 | www.wnylrc.org

WNYLRC Training Center – Guidelines for Acceptable Use

Use of the WNYLRC Training Center is intended solely for **educational and training purposes** of the Western New York Library Resources Council, its members and community organizations and businesses.

Use of the WNYLRC Training Center is available at the discretion of WNYLRC and pursuant to the terms of any contract between WNYLRC and a Renting party.

Uses of the WNYLRC Training Center for WNYLRC-sponsored meetings and events have priority.

A signed contract and deposit fee must be received **at least 4 weeks in advance** of the date of intended use.

WNYLRC is not responsible for any registration, publicity and promotion or other activities related to facilitating an event held at the WNYLRC Training Center that is not sponsored or co-sponsored by WNYLRC.

All those who take part in any event at the WNYLRC Training Center **must** adhere to the following basic rules of conduct:

- No eating or drinking in designated restricted areas;
- No smoking of any kind (tobacco or electronic);
- No consumption of alcohol or illegal drugs;
- No disorderly conduct, including fighting, using offensive words, threats of violence, etc.;
- No illegal behaviors of any kind;
- No carrying of weapons onto the premises;
- No selling, petitioning, soliciting;
- No animals permitted on premises, except as are required by people with disabilities;
- No damage, destruction or theft of property on premises or of another person's property on site;

Persons whose actions violate these rules will be advised of their infraction(s). Failure to comply with these established rules and other use policies may result in suspension of the activity, removal of the person(s) committing the violations, notification of incident to local police authorities, loss of security deposit, or some combination of all these things.
