

## Policies (continued)

6. CHCB cannot store renters equipment, supplies or other items prior to or after the scheduled function. Should you require additional time for set-up, that time period must be included in the rental application. E.g.—If your function is 5 pm—7 pm, but you need to set-up at 4 pm, the time indicated on the application should state 4 pm—7 pm.
7. Rental fees must be paid in full three (3) weeks in advance of the function. **Cancellations** must be received two (2) weeks prior to function. If cancelled one (1) week in advance, the renter will incur a fee equal to 50% of total fee charged. If cancelled with less than one (1) week's notice, renter will incur a fee equal to 75% of the total charge. Refunds will be mailed to the renter noted on the application.
8. Failing to adhere to CHCB policies will jeopardize ability to reserve conference rooms in the future.
9. You must be considerate of CHCB staff and patients. If you are asked to leave for disruptive behavior, you will forfeit all rental fees.

CHCB will provide quality, culturally sensitive, preventive and primary health care to the underserved of our community through state of the art clinical and business practices.

- Adult Medicine
- Pediatrics
- Family Planning
- Behavioral Health & Social Work
- Rapid HIV/Hep C Testing
- Laboratory Services
- Radiology
- Pharmacy
- Dentistry

## Four sites for your convenience:

### Buffalo

34 Benwood Ave, Buffalo NY  
14214  
716.986.9199

### Cheektowaga

934 Cleveland Dr, Cheektowaga NY  
14225  
716.304.1056

### Niagara Falls

501 10th Street, Niagara Falls NY  
14301  
716.278.4418

### Lockport

38 Heritage Court, Lockport NY  
14094  
716.478.6655



[www.chcb.net](http://www.chcb.net)



**34 Benwood Avenue  
Buffalo, New York 14214**

Phone: 716.986.9199  
Fax: 716-835-9353

**Administrative Office Hours:  
Monday - Friday  
9 am - 5 pm**



Your Partner for Quality Care  
**CHCB**  
COMMUNITY  
HEALTH CENTER OF BUFFALO  
BUFFALO - NIAGARA FALLS  
LOCKPORT

## Conference Rooms

### Multipurpose Room 100

The Multipurpose Room is located on the 1st floor, adjacent to the front lobby, and has a maximum capacity of 150 persons.

A staging area with a podium is situated at one end of the room for lecturers, a speaker panel and/or equipment. The room is also equipped with a projector and screen for digital presentations.

### Conference Room 101

The conference room is also located on the 1st floor, adjacent to the front lobby. It is furnished with one (1) large conference table and eight (8) chairs. It is possible to include two (2) additional chairs, *upon request*.



### Reservations

You may request use of the Multipurpose and/or Conference Room by completing the Rental Application online at <https://chcb.net> listed under the “Info” tab. You can also submit by mail. Your request should be submitted to:

#### Mail:

Community Health Center of Buffalo, Inc.

Attn: Malik Campbell

34 Benwood Avenue

Buffalo, NY 14214

Fax: 716.835.9353

Email: [bookings@chcb.net](mailto:bookings@chcb.net)

The conference rooms are available Monday thru Saturday.

### Room Rates

Rates vary by function/use type. Please call 716.986.9199 ext. 3102 to request a Rental Application or email [bookings@chcb.net](mailto:bookings@chcb.net) with “Conference Room Request” noted in the subject line.

**Your reservation is not confirmed until you have received a response.**

You will be notified about your reservation through the phone number and/or email indicated on the Rental Application.

1. You must be at least 21 years of age to rent space. Persons under the age of 21 are required to be supervised by an adult. There must be one (1) adult present for every 15 minors for the duration of the function.
2. Alcoholic beverages and illegal drugs are not allowed on CHCB premises. Smoking cigarettes and tobacco products is not permitted on the property.
3. Firearms and weapons of any kind are prohibited.
4. Confetti, rice and glitter cannot be used at functions. Candles and other flammable materials are prohibited.
5. Renter is responsible for clean-up after functions, and ensuring equipment and furniture remains undamaged, and that theft of CHCB property does not occur. Should the renter not clean up, if equipment or furniture is damaged, or theft occurs, the renter may be charged a fee for clean-up, repair and/or replacement.