

MEETING ROOM FEES AND CHARGES

(Copy of valid and current 501(c)(3) certificate will be required)

- 1. Type of organization:** Not-for-profit community organization 501(c)(3).

Type of meeting: Educational, cultural, civic, social or recreational meeting open to the public without charge.

Time of meeting: During regular library hours.

Applicable fee: No charge

- 2. Type of organization:** Not-for-profit community organization 50 (c)(3).

Type of meeting: Admission charged, sales requested, donations solicited, OR private meeting/event, training sessions.

Time of meeting: During regular library hours.

Applicable fees:

Main Library Auditorium (Capacity 250)	\$100/hr
Main Library Rotary Room (Capacity 15)	\$50/hr
Bennett Auditorium (Capacity 80-110)	\$75/hr
Bennett Abate Room (Capacity 15-20)	\$50/hr
Weed Community Room (Capacity 25)	\$50/hr
Board Room (Capacity 25-40)	\$100/hr
Technology Center (20 workstations)	\$150/hr
Technology Center (Room only, no workstations) 75-100 Capacity	\$75/hr

- 3. Type of organization:** Business enterprises and other for-profit organizations.

Type of meeting: Business related events, private meetings or training sessions.

Time of meeting: During regular library hours.

Applicable fees:

Main Library Auditorium (Capacity 250)	\$200/hr
Main Library Rotary Room (Capacity 15)	\$100/hr
Bennett Auditorium (Capacity 80-110)	\$150/hr
Bennett Abate Room (Capacity 15-20)	\$100/hr
Weed Community Room (Capacity 25)	\$100/hr
Board Room (Capacity 25-40)	\$200/hr
Technology Center (20 workstations)	\$300/hr
Technology Center (Room only, no workstations) 75-100 Capacity	\$150/hr

Board Room rentals are at the sole discretion of Library administration.

PLEASE NOTE: For programs requiring the library to be open outside of regular library hours, see 'Before Opening & After Closing Hours' on the 'Charges for Equipment & Services' page.

Charges for Equipment & Services

Furniture Set-Up

- Seating No charge
- Speaker's Table No charge
- Podium No charge
- Refreshment Table(s) No charge

A/V Equipment

- Lavalier Microphone \$25
- Wireless Handheld Microphone \$25
- Audio Set-up charge \$25
- Laptop \$25
- Blu-ray/DVD/CD Player \$25
- Video Set-up charge (includes audio) \$50/hr – 2 hour minimum
- Piano Rental & Tuning (Main Library) \$250 per meeting

Before Opening & After Closing Hours

- For programs that need time outside of regular library hours there is a charge to maintain required minimum staffing of one building services person, one library staff member and one security guard. The total overtime hourly rate for all three staff personnel is approximately \$105/hr.
- Additional staff can be arranged at organizations expense.

Revised 2/11/2020