



Meeting Rooms Fee Schedule

Effective 1/1/2020

Payments must be made prior to the start time of an event.

Room use fees are rounded up to the nearest hour increment.
For example, a 1.5 hour meeting will be charged for 2 hours.

Resource	Space Allowance	Fee (During Library hours)	Fee (After Library hours)
Large Meeting Room: Community or Reading Room	Up to 70 with chairs OR up to 30 with tables and chairs	\$7.50 per hour	\$25 per hour
½ of Community Room (with partition)	Up to 25 with chairs OR up to 15 with tables and chairs	\$5.00 per hour	\$25 per hour
Story Room	Up to 25 with chairs OR up to 15 with tables and chairs	\$5.00 per hour	\$25 per hour
Small Study Room (1st or 2nd Floor)	1st Floor: up to 4 people 2nd Floor: up to 10 people	Free	Not available

Resource	Fee
Tables and/or chairs	Staff Set-Up/Break Down: \$20
	Patron Set-Up/Break Down: Free
Podium with Microphone	Free
Projector System	Free
Whiteboard	Free

Approved by the Board of Trustees: March 26, 2014

Amended by the Board of Trustees: 12/21/2016, 11/29/2017, 11/28/2018, 12/18/2019