

MEETING ROOM FEES AND CHARGES

For all not-for-profit organizations, copy of valid and current 501(c)(3) certificate is required

1. **Type of organization:** 501 (c)(3) not-for-profit community organizations
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 for room rental.

AV technicians and/or AV equipment rental fees still apply, regardless of not-for-profit status.
 Please see Charges for AV Services & Equipment below.

2. **Type of organization:** Not-for-profit community organization 501(c)(3).
Type of meeting: Admission charged, selling services or products, donations solicited, training sessions or meetings/events closed to the public.
Time of meeting: During regular library hours ***

Meeting Room Hourly Rates:

Main Library Dudley N. Williams, Jr. Auditorium (capacity 250)	\$100/hr
Main Library Mary Gail Malloy Rotary Room (capacity 15)	\$50/hr
Main Library Ann M. Sexton Board Room (capacity 25-40)	\$75/hr
Main Library Technology Center (capacity 50-60)	\$75/hr
Harry Bennett Branch Auditorium (capacity 80-110)	\$75/hr
Harry Bennett Branch Abate Room (capacity 15-20)	\$50/hr
Weed Memorial Branch Community Room (capacity 25)	\$50/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 ***

Meeting Room Hourly Rates:

Main Library Dudley N. Williams, Jr. Auditorium (capacity 250)	\$200/hr
Main Library Mary Gail Malloy Rotary Room (capacity 15)	\$100/hr
Main Library Ann M. Sexton Board Room (capacity 25-40)	\$150/hr
Main Library Technology Center (capacity 50-60)	\$150/hr
Harry Bennett Branch Auditorium (capacity 80-110)	\$150/hr
Harry Bennett Branch Abate Room (capacity 15-20)	\$100/hr
Weed Memorial Branch Community Room (capacity 25)	\$100/hr

***** Before Opening & After Closing Hours**

For programs that need time outside of regular library hours there is a charge to maintain the 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 \$105/hr charged to all programs regardless of not-for-profit status.

Charges for AV Services & Equipment

Room Set-Up

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| • Seating | No charge |
| • Tables | No charge |
| • Podium | No charge |
| • Stage | No charge |

A/V Equipment

- | | |
|---|---------------------------|
| • Wireless Handheld Microphone | \$25 |
| • Lavalier Microphone | \$25 |
| • Audio set-up only | \$25 |
| • AV Technician: | \$50/hr – 2 hours minimum |
| Required for recording, broadcasting, zoom and hybrid meeting set-ups (includes audio set-up) | |
| • Laptop | \$25 |
| • Blu-ray/DVD/CD Player | \$25 |
| • Piano rental and tuning cost
(Main library auditorium only) | \$250 |

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