



MAIN LIBRARY CONFERENCE CENTER FEE SCHEDULE

FEES ARE FOR A MINIMUM CHARGE OF FOUR HOURS & ARE FOR TOTAL USAGE TIME (TO INCLUDE SET-UP/BREAK-DOWN TIME AND EVENT TIME)**

| Main Library – Conference Center Fee Schedule | 1-4 Hours (1/2 day) | 5-8 Hours (full day) | Evening Hours (6pm-11pm) & Weekends* | Room Capacity |
|---|------------------------|-------------------------|---|------------------|
| Conference Center (Entire Floor) | \$1500 | \$2500 | \$2500 | ***** |
| Auditorium | \$700 | \$1200 | \$1200 | 391 |
| Multipurpose Room (ALL) | \$700 | \$1200 | \$1200 | 400 |
| Multipurpose (HALF) | \$500 | \$800 | \$800 | 200 |
| Multipurpose (Quarter) | \$250 | \$400 | \$400 | 100 |
| Conference Room G1 | \$125 | \$200 | \$200 | 10-25 |
| Conference Room G2 or G3 | \$50 | \$100 | \$100 | 10 |
| Conference Room G4 | \$200 | \$350 | \$350 | 40 |
| Gallery, Pre-Function Area | \$250 | \$400 | \$400 | 300 |
| Catering Kitchen | \$100 | \$150 | \$150 | ***** |
| Electronic Classroom | \$500 | \$750 | \$750 | 16 |
| Courtyard & 2 nd floor Atrium | | | \$1500 | 200 |
| Grand Staircase & 3 rd /4 th floor Atrium | | | \$1000 | 100-150 |
| Conference Rooms 219, 319, 419 | \$50 | \$100 | n/a | 10-20 |

| Additional Services | Fee |
|--|-------------------------------------|
| PRI / Professional AV Technician | \$45.00 per hour (two hour minimum) |
| Security | \$40.00 per guard/per hour |
| LCD Projector / Document Viewer/A/V Cart | \$100.00 |
| Baby Grand Piano | \$100.00 |
| Teleconference facilities | \$300 plus room hire (G4) |

Non-Profit Groups & Government Agencies are entitled to a 50% discount on room rental charges for events held prior to 6:00 pm on weekdays.

This discount does not apply to events held after 6:00 pm weekdays and all weekend events. Please apply directly to the Conference Center Manager with verification of status to confirm reduced rental rates.

*Security required

**The damage deposit will be calculated at 20% of the entire function or a minimum of \$100 dollars, whichever is the greater amount.

Fee Schedule Approved by the Board of Library Trustees August 9, 2007