MEETING ROOM FEES AND CHARGES

1. **Type of organization:** 501 (c)(3) not-for-profit community organizations
(Copy of valid 501 (c)(3) certificate will be required)

   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:** 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

- Seating   No charge
- Tables   No charge
- Podium   No charge

A/V Equipment

- Wireless Handheld Microphone $25
- Lavaliere 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 $250
  (Main library auditorium only)

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