



## CONFERENCE CENTER AT THE MAIN LIBRARY 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	Half Day (1-4 hrs) <small>*Events held before 6pm</small>	Full Day (4-8 hrs) <small>*Events held before 6pm</small>	After Hours Events (6pm-11pm) <small>**Security required</small>	Room Capacity
<b>Conference Center (Entire Floor)</b>	<b>\$1500</b>	<b>\$2500</b>	<b>\$2500</b>	<b>*****</b>
<b>Auditorium</b>	<b>\$700</b>	<b>\$1200</b>	<b>\$1200</b>	<b>391</b>
<b>Multipurpose Room (ALL)</b>	<b>\$700</b>	<b>\$1200</b>	<b>\$1200</b>	<b>400</b>
<b>Multipurpose (HALF)</b>	<b>\$500</b>	<b>\$800</b>	<b>\$800</b>	<b>200</b>
<b>Multipurpose (Quarter)</b>	<b>\$200</b>	<b>\$400</b>	<b>\$400</b>	<b>100</b>
<b>Conference Room G1</b>	<b>\$125</b>	<b>\$200</b>	<b>\$200</b>	<b>10-25</b>
<b>Conference Room G2 or G3</b>	<b>\$50</b>	<b>\$100</b>	<b>\$100</b>	<b>10</b>
<b>Conference Room G4</b>	<b>\$200</b>	<b>\$350</b>	<b>\$350</b>	<b>40</b>
<b>Gallery, Pre-Function Area</b>	<b>\$250</b>	<b>\$400</b>	<b>\$400</b>	<b>300</b>
<b>Catering Kitchen</b>	<b>\$100</b>	<b>\$150</b>	<b>\$150</b>	<b>*****</b>
<b>Electronic Classroom</b>	<b>\$500</b>	<b>\$750</b>	<b>\$750</b>	<b>16</b>
<b>Courtyard &amp; 2<sup>nd</sup> floor Atrium</b>			<b>\$1500</b>	<b>200</b>
<b>Grand Staircase &amp; 3<sup>rd</sup>/4<sup>th</sup> floor Atrium</b>			<b>\$1000</b>	<b>100-150</b>
<b>Conference Rooms 219, 319, 419</b>	<b>\$50</b>	<b>\$100</b>	<b>n/a</b>	<b>10-20</b>

Additional Services	Fee
<b>PRI / Professional AV Technician</b>	<b>Market Rate</b>
<b>Multi Media (A/V) Cart – (Charge applied per event space, per day)</b>	<b>\$100.00</b>
<b>** Security charge</b>	<b>\$40.00 per hour, per guard</b>
<b>***Custodial Fee</b>	<b>\$150.00 per event day</b>

*\*Non-Profit Groups, City and Government Agencies are entitled to a fifty-percent discount for events held prior to 6pm on weekdays only. Any event going past 6pm will be applied the full evening hours charge. Please apply with verification of status to be considered for reduced rental rates.*

*\*\*A fee for Library security guards is applied to all events taking place outside of normal operating hours.*

*\*\*\*Custodial Fee is required for all full-day events and after-hours events.*

*Fee Schedule, General Policies and Procedures amended and approved  
by the Board of Library Trustees March 12, 2009*