



**Policy 7.2/Appendix  
Meeting Room Rental Fee Matrix**

Adopted by Library Board of Trustees  
11/19/2009

<b>Room</b>	<b>Capacity/ Sq. footage</b>	<b>2 hour</b>	<b>4 hour</b>	<b>All day</b>
PA -Carver Room	95 seated (200 standing)	\$50	\$100	\$200
PA-Carver North	45 seated (95 standing)	\$25	\$50	\$75
PA-Carver South	45 seated (95 standing)	\$25	\$50	\$75
SQ - full room	45 seated	\$25	\$50	\$75
SQ - west room	25	\$12.50	\$25	\$50
Forks Meeting Room	25	\$12.50	\$25	\$50
CB Meeting Room	25	\$12.50	\$25	\$50
All Small Study Rooms (Commercial use e.g. tutoring for pay)	1-4	\$2.5	Not Available	Not Available

**Rental of other library spaces for special events, held when the library is closed** will be considered by the Library Director on a case-by-case basis, subject to proof of insurance and other conditions appropriate to the intended use. Rental fees for such use will be determined by the Library Director, based on the nature of the proposed use, the amount of space required, numbers of attendees, and actual costs to the library of providing staffing to open, close, and monitor such rental use. In addition, a cleaning deposit or fee may be required.