



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	Half Day (1-4 hrs) <small>*Events held before 6pm</small>	Full Day (4-8 hrs) <small>*Events held before 6pm</small>	Evening Hours (6pm-11pm) <small>**Security required</small>	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)	\$200	\$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 Floor or 4 th Floor			\$1000	100-150
Conference Rooms 219, 319, 419	\$50	\$100	n/a	10-20

Additional Services	Fee
PRI / Professional AV Technician	Market Rate
Security	\$40.00 per guard/per hour
LCD Projector / Document Viewer	\$100.00
Baby Grand Piano	\$100.00
Teleconference facilities	\$300 plus room hire (G4)

Non-Profit Groups, City & Government Agencies are entitled to a 50 % discount for events held prior to 6pm on weekdays only. These events must conclude by 6pm to be considered for the discounted rate as any event going past 6pm will be applied the full evening hours charge. Please apply directly to the Conference Center Manager along with verification of status to be considered for reduced rental rates

**Events held during the day must conclude by 6pm or be subject to the evening hours charge*

***Security required as per the recommendation of the Library's Security Supervisor*

****A 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