



**Meeting Room Charges/Services
November 22, 2016**

PROCEDURE

<u>Conditions/Meeting Rm.</u>	Mayfield N & S	Hoffman	Hussey	Hoffman/Hussey
Eligibility	<i>HMMPL Card</i>	<i>HMMPL Card</i>	<i>HMMPL Card</i>	<i>HMMPL Card</i>
Room Set - Up	<i>Not offered by Library Staff</i>	<i>Not offered by Library Staff</i>	<i>Not offered by Library Staff</i>	<i>Not offered by Library Staff</i>
Use of <u>any</u> Library owned equipment	<i>Charge: \$25</i>	<i>Charge: \$25</i>	<i>Charge: \$25</i>	<i>Charge: \$25</i>
Use of your own equipment	<i>No charge</i>	<i>No charge</i>	<i>No charge</i>	<i>No charge</i>
Fee for Room Use (per day) for Nonprofit Groups	\$10	\$10	\$10	\$20
Fee for Room Use (per day) for Nonprofit Groups Serving Youth	\$5	\$5	\$5	\$10
Use of craft supplies, red colored refreshments, or any item that will damage.	<i>Charge if damage occurs.</i>	<i>Charge if damage occurs.</i>	<i>Charge if damage occurs.</i>	<i>Charge if damage occurs.</i>
Set up a reservation within 2 wks of use & before 5 P.M. Mon-Fri only w/self service & room availability	<i>Limited availability</i>	<i>Conditional availability</i>	<i>Conditional availability</i>	<i>Conditional availability</i>
<p>Users of Library Meeting Rooms are asked to restore the Room to its original configuration, pick up debris, clean white boards, clean up spills/messes, and dispose of food & beverages to the satisfaction of Library Management or a fine will be assessed.</p>		<p>If a meeting room is not left in good order, a fine of \$50 will be assessed on the Library account of the person who made the room reservation.</p>		