



Meeting Room Fees & Payment Information

Adopted June 2023.

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Payments may be made by check or money order.

Meeting Room A \$30/per hour**
(minimum HALF-HOUR increments)

Meeting Room B \$30/per hour**
(minimum HALF-HOUR increments)

Meeting Rooms A & B \$60/per hour**
(minimum HALF-HOUR increments)

Payment Information

In order to hold a meeting time slot, applicants must complete the application in full. A meeting room is not considered reserved until after the application is received, approved, paid for, and confirmed by the library.

Once a meeting room booking has been approved, payment must be made within seven days. If payment is not received within seven days, the booking will be canceled, and the time slot will be made available for other bookings.

Applicants that fail to notify the library of a cancellation waive the right to any return of fees and may be denied future reservations.



If a meeting is canceled less than 14 days prior to scheduled use, fees will not be refunded but may be applied to another booking arranged at the time of cancellation.

If a meeting is canceled more than 14 days prior to scheduled use, fees will be refunded in full or may be applied to another booking arranged at the time of cancellation.

If the library cancels a meeting because of an emergency, fees will be refunded in full or may be applied to another booking to take place within six months after the cancellation date. The library will not cancel another group's meeting for a rescheduled time.

Meetings that run beyond scheduled times will be billed at the regular hourly rate in 30-minute increments except when another group is waiting to use the room or at the end of the day when the library is closing, in which case the hourly rate will be doubled.

In the event of a conflict with a Library-sponsored program, the library program has priority. The library reserves the right to revise any scheduled meeting arrangements and to preempt established reservations on reasonable notice to the applicant.