

## MEETING ROOM FEE SCHEDULE

- The library director or branch manager must approve all exceptions.
- Prevailing sales tax will be charged to for-profit organizations and individuals. Notfor-profit organizations must provide a copy of Form ST-105 (Indiana Department of Revenue General Sales Tax Exemption Certificate) each year.

### Penalties

Groups failing to vacate the meeting rooms by the time specified on the application form, without permission from the library director, are charged an extra fee of \$100.00 and further use of the meeting rooms will be denied.

Those using the meeting rooms are expected to:

- Leave the room clean, tidy and organized
- Clean the kitchen area, tables, chairs and floors (with a vacuum and/or broom)
- Remove all trash—a dumpster is located behind the library

Failure to follow these rules may result in fees and/or denial of future room use. The fees are as follows:

- \$10.00—If trash is not removed from room
- \$10.00—If kitchen is left unclean
- \$15.00—If Small or Ossian Room is left unclean
- \$30.00—If Large Room is left unclean
- \$40.00—If Parlor is left unclean
- Replacement/repair Costs for damage to room or equipment

### Fees

#### Main Library (Bluffton) Meeting Room Fees

**Small Meeting Room** (up to 4 hours) – \$15.00  
**Small Meeting Room** (up to 8 hours) – \$30.00  
**Large Meeting Room** (up to 4 hours) – \$30.00  
**Large Meeting Room** (up to 8 hours) – \$60.00  
**Both Meeting Rooms** (up to 4 hours) – \$45.00  
**Both Meeting Rooms** (up to 8 hours) – \$90.00  
**Parlor Meeting Room** (up to 4 hours) – \$40.00  
**Parlor Meeting Room** (up to 8 hours) – \$80.00

**Kitchenette** – \$10.00  
**Use of Digital Piano** – \$10.00

## Ossian Branch Meeting Room Fees

**Meeting Room** (up to 8 hours) – \$15.00  
**Kitchenette** – \$10.00

**\*Effective July 1<sup>st</sup>, 2019\***

### **Main Library Meeting Room Fees**

Small Meeting Room (every 2 hours)	\$10.00
Large Meeting Room (every 2 hours)	\$25.00
Both Meeting Rooms (every 2 hours)	\$35.00
Parlor Meeting Room (every 2 hours)	\$25.00

### **Ossian Branch Meeting Room Fees**

Meeting Room (every 2 hours)	\$10.00
------------------------------	---------