

# 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

## 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
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