

## MEETING ROOM FEE SCHEDULE

### Main Library Meeting Room Fees

Small Meeting Room (up to 4 <del>every 2</del> hours)	<del>\$15.00</del> <b>\$10.00</b>
Small Meeting Room (up to 8 hours)	<del>\$30.00</del>
Large Meeting Room (up to 4 <del>every 2</del> hours)	<del>\$30.00</del> <b>\$25.00</b>
Large Meeting Room (up to 8 hours)	<del>\$60.00</del>
Both Meeting Rooms (up to 4 <del>every 2</del> hours)	<del>\$45.00</del> <b>\$35.00</b>
Both Meeting Rooms (up to 8 hours)	<del>\$90.00</del>
Parlor <b>Meeting Room (every 2 hours)</b>	<del>\$40.00</del> <b>\$25.00</b>
Kitchenette	<del>\$10.00</del>

### Ossian Branch Meeting Room Fees

Meeting Room (up to 4 <del>every 2</del> hours)	<del>\$15.00</del> <b>\$10.00</b>
Meeting Room (up to 8 hours)	<del>\$30.00</del>
Kitchenette	<del>\$10.00</del>

- The library director or branch manager must approve all exceptions.
- Prevailing sales tax will be charged to for-profit organizations and individuals. Not-for-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.

~~If permission is given by the library director to extend the hours, the normal fee schedule applies.~~

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 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