

MEETING ROOM FEE SCHEDULE

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

- 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.

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