

## Meetings

There is no charge for meetings in the available spaces on the Main Floor or Rear Terrace that take place entirely during Library open hours, require minimal setup, and last three hours or less, including setup and teardown.

Recurring meetings during Library open hours that take place more than three times in a two-month period are subject to the Special Events policy and additional meetings may be subject to a rental fee.

The Front Lawn is reserved for use by the Library and Affiliated Entities only.

Meetings in the Nancy Howe Auditorium are subject to the following rental fees:

| AREA                  | NOT-FOR-PROFIT GROUP | BUSINESS OR INDIVIDUAL |
|-----------------------|----------------------|------------------------|
| Nancy Howe Auditorium | \$50/hr              | \$100/hr               |

## Special Events

Meetings and events that do not meet the criteria above are subject to the following fees.

Special Events with 100 or more attendees will incur a minimum \$1,500 event fee. A fee reduction form is available to eligible groups on request.

| AREA                                         | NOT-FOR-PROFIT GROUP | BUSINESS OR INDIVIDUAL |
|----------------------------------------------|----------------------|------------------------|
| Howe Gallery (excluding ongoing exhibitions) | \$50/hour            | \$75/hour              |
| Local History Room                           | \$50/hour            | \$75/hour              |
| Main Floor                                   | \$150/hour           | \$200/hour             |
| Monday Club Room                             | \$50/hour            | \$75/hour              |
| Nancy Howe Auditorium                        | \$50/hour            | \$100/hour             |
| North (Rear) Terrace                         | \$50/hour            | \$75/hour              |
| Reading and Reference Rooms                  | \$100/hour           | \$150/hour             |
| South (Front) Terrace                        | \$50/hour            | \$75/hour              |
| West Wing                                    | \$100/hour           | \$200/hour             |

**Performance Package** For organizations that need access to the Nancy Howe Auditorium for an extended period.

Includes 40 total hours of access to the Auditorium over a 2-week period, with no more than 15 hours taking place outside the library's normal operating hours.

| AREA                  | NOT-FOR-PROFIT GROUP | BUSINESS OR INDIVIDUAL |
|-----------------------|----------------------|------------------------|
| Nancy Howe Auditorium | \$900                | \$1400                 |

**Deposit** A booking deposit of 50% of the estimated cost, plus a \$250 damage deposit, is required to reserve a space for a Special Event. As long as an event causes no damage to the Library facility, the \$250 damage deposit will be refunded within 10 business days of the event's conclusion. If the organizer cancels more than 30 days before their event, the library will process a full refund of the deposits. If the

organizer cancels 30 or fewer days before their event, the damage deposit will be refunded, but the booking deposit will be forfeited to the library.

### **Reserving a Space**

Individuals and organizations wishing to use a space in the library must complete the *Application for Temporary Use of Library Space* and agree to the terms of the Library's *Facility Use Contract*.

If approved, a Library representative will confirm reservations with the Contacts listed on the *Application for Temporary Use of Library Space*.