

## Fee Schedule

### Fee Schedule for Meeting Rooms/Equipment

#### Commercial or Event Use (per half day)

Knox Community Room A & B (capacity 100)	<b>\$100</b>
Knox Community Room A (capacity 60)	<b>\$75</b>
Knox Community Room B (capacity 40)	<b>\$50</b>
Electronic Equipment Fee	<b>\$50</b>

Events may be subject to an advance cleaning deposit. Deposit subject to full refund if room is left clean; or to a partial refund if the room requires cleaning or trash removal.

Library staff will not be responsible for delivery or pickup of event-related items or equipment.

Any decorations must be free standing. Nothing may be taped, tacked or attached to walls or equipment.

Equipment that is likely to result in damage to the room or equipment may not be used.

Groups or individuals booking the meeting rooms may not serve alcohol.

After Hours Use **\$25 per hour** in addition to the regularly scheduled fees., limited to a maximum of three hours before or after library opens or closes

Use of Computer Lab \$30 per hour. If technical support is required, \$50 per hour. Security Deposit may be required.

Set-up/Take-down for Meeting Rooms **\$25**

Events involving youth must be adequately chaperoned.

**Users of the Meeting Rooms are required to adhere to the Facilities Use Policy, which can be found on the website. A copy can be requested at the Information or Circulation Desks.**