

Meeting Room Fee Schedule

Applicable fees must be paid at time of reservation check-in. Payments will not be accepted more than half an hour before meeting room start time. **Exact change is required—cash or check only. There will be no refunds.**

Facilities and Equipment	Not-for-Profit MCMLS Cardholders in Good Standing*	All For-Profit Groups and Non-MCMLS Cardholders
Meeting Room Capacity 1-30	\$0	\$30/per hour** (minimum HALF HOUR increments)
Meeting Room Capacity 31-50	\$0	\$50/per hour** (minimum HALF HOUR increments)
Meeting Room Capacity 51+	\$0	\$80/per hour** (minimum HALF HOUR increments)
A/V Equipment	\$10 flat fee if reserved in advance \$25 flat fee if requested day of meeting	\$25 flat fee if reserved in advance \$50 flat fee if requested day of meeting
The following fees will be assessed where staff intervention is necessary.		
Cleaning Fee	\$50 flat fee	\$50 flat fee
Room Configuration Fee	\$25 flat fee	\$25 flat fee
Late Fee	Groups who stay later than their requested time will then be charged a \$25 late fee.	Groups who stay later than their requested time will then be charged a \$25 late fee <i>in addition to</i> the hourly rate used.
Damage Fee	Varies , depending on the cost to replace or repair damaged items.	Varies , depending on the cost to replace or repair damaged items.

* Anyone age 18 and older wishing to reserve the meeting room must possess a MCMLS library card in good standing. A library card in good standing has less than \$25 in fines and is eligible to check out an item. A cardholder with blocks on their library account may use the meeting room provided that the blocks would not prevent them from checking out items.

** Room use rental fees should include SET-UP and CLEAN-UP time. Fees are charged in HALF HOUR blocks of time, rounding up to the nearest half hour.