

## 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
<b>Meeting Room Capacity 1-30</b>	<b>\$0</b>	<b>\$30/per hour**</b> (minimum HALF HOUR increments)
<b>Meeting Room Capacity 31-50</b>	<b>\$0</b>	<b>\$50/per hour**</b> (minimum HALF HOUR increments)
<b>Meeting Room Capacity 51+</b>	<b>\$0</b>	<b>\$80/per hour**</b> (minimum HALF HOUR increments)
<b>A/V Equipment</b>	<b>\$10</b> flat fee if reserved in advance <b>\$25</b> flat fee if requested day of meeting	<b>\$25</b> flat fee if reserved in advance <b>\$50</b> flat fee if requested day of meeting
<b>The following fees will be assessed where staff intervention is necessary.</b>		
<b>Cleaning Fee</b>	<b>\$50</b> flat fee	<b>\$50</b> flat fee
<b>Room Configuration Fee</b>	<b>\$25</b> flat fee	<b>\$25</b> flat fee
<b>Late Fee</b>	Groups who stay later than their requested time will then be charged a <b>\$25</b> late fee.	Groups who stay later than their requested time will then be charged a <b>\$25</b> late fee <b><i>in addition to</i></b> the hourly rate used.
<b>Damage Fee</b>	<b>Varies</b> , depending on the cost to replace or repair damaged items.	<b>Varies</b> , 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.