



## ROOM USE FEE SCHEDULE

SPACE	HOURLY COST – TIER A	HOURLY COST – TIER B
Event Space	\$ 40 first 2 hours \$15 each additional hour	\$ 80 first 2 hours \$25 for each additional hour
Learning Center	\$ 30 first 2 hours \$ 10 each additional hour	\$60 first 2 hours \$20 for each additional hour

**TIER A** - Local businesses and other organizations operating within the Library District.

**TIER B** - All other organizations and individuals outside the Library District.

The following organizations are not subject to room use fees:

1. Library Board of Trustees and Staff for Library-related activities.
2. Government agencies and administrative boards serving the Library community.
3. Events conducted by groups in partnership with the Library.
4. Service, community, and fraternal organizations, including but not limited to the Boy Scouts, Girl Scouts, Lions, Rotary, and Veterans of Foreign Wars, whose purposes include service to the Library's community and/or support for the Library's mission.

The following equipment/service is free of charge (subject to availability of equipment and staff.) Advance notice at the time of the reservation which details technical requirements and room set up is strongly suggested. The Library cannot guarantee the availability of staff to assist at all times. (See Room Use Application to request equipment and room set up.)

<b>EQUIPMENT/SERVICE AVAILABLE FOR USE</b>
Connectivity to Projection Screen and/or Monitor
Microphone
Laptop (Subject To Availability)
Room set up

The library website ([lemontlibrary.org](http://lemontlibrary.org)) provides booking procedures, descriptions of spaces available, and the Room Use Policy & Application.

**Reviewed and amended: September 27, 2022**

**Approved – Library Board of Trustees, April 13, 2021; Updated October 11, 2022**