



LEMONT
Public Library District

APPENDIX P

MEETING ROOM FEE SCHEDULE

- A. The following fees will be assessed for use of the meeting room. Payment in full, by either check or cash, must be made at the time of the meeting reservation.

<u>Group</u>	<u>Hours</u>	<u>Fee</u>
Commercial/For-Profit	Up to 4 hours	\$50.00
	Each additional hour	\$10.00
Other	Up to 4 hours	\$25.00
	Each additional hour	\$ 5.00

- B. Meeting room usage fees will not apply to Library sponsored or affiliated groups, local governmental agencies, organizations of which the Library is an institutional member or non-profit groups (unless an admission fee is charged).
- C. Non-profit groups will be required to provide proof of non-profit status in order to be exempt from meeting fees.
- D. Usage of the meeting room outside of regular library hours must be preapproved by the Library Director. If a meeting extends beyond regular library operating hours, a charge of \$50 per hour for any portion of an hour extending beyond regular library hours will apply.
- E. Requests for equipment should be made at the time the meeting room is reserved. Costs associated with equipment rental are as follows:

Projector	\$10.00 per meeting
Laptop	\$10.00 per meeting
TV with DVD/Video Player	\$5.00 per meeting
Podium	No Charge
Microphone	No Charge

Approved – Lemont Public Library Board of Trustees, January 8, 2009