

ELM STREET PLACE

Poplar Bluff Public Library Community Event Room

Guideline and Fee Schedule

The Elm Street Place Community Event Room may be used for meetings, exhibits, or celebrations when not required for library purposes. Library events will be given priority over those of other organizations. All meetings must be open to the general public and may not discriminate against any group or individual because of religion, ethnic origin, age or gender. The community rooms are available for education, cultural and civic betterment purposes.

The room may not be used for the selling or trading of any product or service for profit or commercial gain.

Food may be served at events for an additional charge. No cooking is permitted. Events may be catered.

Use of the room is only by appointment and completion of the room request form. This form must be signed by the director or her designee.

The library has established a fee schedule for the use of the room.

Fee Schedule

Each event scheduled during regular operating hours

Less than 2 hours--\$75

2 to 4 hours--\$100

4 to 6 hours--\$150

(includes use of kitchenette, folding chairs and tables)

(Set-up is responsibility of event sponsors)

Use of room before opening or after closing—

\$25 for first 30 minutes

\$50 for first hour

\$75 for first two hours

(room is not available for longer periods or Sundays)

Additional Options:

Equipment usage per day

Overhead projector--\$25

Overhead computer projector--\$25

(includes screen)

Light snacks and beverage

\$20 per event

Catered events--\$50 per event

Approved by the Library Board of Trustees

November 2, 2009

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Event Room Request Form

Use of the room is only by appointment and completion of the room request form. This form must be signed by the director or her designee.

The library has established the following fee schedule for the use of the room.

Room Charges: *(select one)*

_____ Less than 2 hours--\$75 _____ 2 to 4 hours--\$100 _____ 4 to 6 hours--\$150
(Includes use of kitchenette, folding chairs and tables. Set-up is responsibility of event sponsors. Time is measured from set up to exit of the room.)

Supplementary room charges before opening or after closing:

_____ \$25 for first 30 minutes _____ \$50 for first hour _____ \$75 for first two hours
(Room is not available for longer periods or Sundays.)

Other Charges:

Equipment: _____ Overhead projector--\$25 _____ Overhead computer projector--\$25
(Additional technology options are available.)

Food: _____ Light snacks and beverage--\$20 _____ Catered event--\$50
(All food and beverages must be cleared from the room before attendees leave. Trash containers will be provided. No paper products are provided by the library.)

Organization: _____

Responsible Party and/or Contact Person: _____

Phone: _____ Alternate Phone: _____

Address: _____

Date and time of event: _____

Total room charges due: \$ _____

(Fees are due the date of the event.)

(Signature of responsible party)

(date)

Authorization Signature: _____

(for library use only)