



PRICING & FEES

ITEM OR SERVICE	LEGION/VFW & AFFILIATED ORGS.	CHARITY USE	BASIC LOBBY	BASIC AUDITORIUM	BRONZE	SILVER	GOLD
RENTAL FEE	FREE	FREE	\$75.00	\$250.00	\$500.00	\$1,000.00	\$2,000.00
DURATION	N/A	N/A	4 HOURS	4 HOURS	8 HOURS	24 HOURS	60 HOURS
AUDITORIUM	INCLUDED	INCLUDED	NO	INCLUDED	INCLUDED	INCLUDED	INCLUDED
LOBBY	INCLUDED	INCLUDED	INCLUDED	INCLUDED	INCLUDED	INCLUDED	INCLUDED
KITCHEN	INCLUDED	INCLUDED	INCLUDED	INCLUDED	INCLUDED	INCLUDED	INCLUDED
NORTH BALC.	INCLUDED	INCLUDED	NO	INCLUDED	INCLUDED	INCLUDED	INCLUDED
PATIO	INCLUDED	INCLUDED	INCLUDED	INCLUDED	INCLUDED	INCLUDED	INCLUDED
TABLE/CHAIR SET UP	INCLUDED	INCLUDED	INCLUDED	INCLUDED	INCLUDED	INCLUDED	INCLUDED
TABLE/CHAIR TEAR DOWN	INCLUDED	INCLUDED	INCLUDED	INCLUDED	INCLUDED	INCLUDED	INCLUDED
RISERS	INCLUDED	\$25.00/4'x4' SECTION	INCLUDED				
CLEANING	INCLUDED	SELF (SEE ATTACHED)	SELF (SEE ATTACHED)	SELF (SEE ATTACHED)	INCLUDED	INCLUDED	INCLUDED
AV SYSTEM/ MICROPHONE/ DISPLAY SCREENS	INCLUDED	INCLUDED	N/A	INCLUDED	INCLUDED	INCLUDED	INCLUDED
TABLE LINENS	INCLUDED	\$6.00/TABLE	\$6.00/TABLE	\$6.00/TABLE	INCLUDED	INCLUDED	INCLUDED
BARTENDER	INCLUDED	\$20/HR/ BARTENDER	\$20/HR/ BARTENDER	\$20/HR/ BARTENDER	ONE INCLUDED	ONE INCLUDED	TWO INCLUDED
2 BOTTLES CHAMPAGNE	NO	NO	NO	NO	NO	NO	INCLUDED
SELF-SERVE DRINK STATION (WATER, LEMONADE, COFFEE)*	INCLUDED	\$25.00 ADD-ON	\$25.00 ADD-ON	\$25.00 ADD-ON	INCLUDED	INCLUDED	INCLUDED

*Coffee urns and drink dispensers are available to all users.

A \$500 security deposit is required from all users, regardless of whether they are charged a rental fee. This deposit may be forfeited under the following circumstances:

- **Cancellation:** If an event is canceled less than 30 days prior to the scheduled date, the entire \$500 deposit will be retained. (Cancellation fee not applicable to non-profit organizations and events.)
- **Damages:** Any damage to the building or its contents will result in the forfeiture of all or part of the security deposit. The specific amount retained will be determined on a case-by-case basis.



CLEANING CHECKLIST

This checklist applies to the following rental packages:

- Non-Profit/Charity
- Basic Lobby
- Basic Auditorium

These items must be completed before deposit is returned:

- Take all trash to dumpster behind Library.
- Replace garbage bags (located in cabinet immediately inside kitchen door.)
- Place chairs upside down on tops of tables.
- Follow the floor plan in the Storage Room to ensure everything is back in its place.
- If applicable, use gray fabric bags next to ice machine for dirty linens.
- If applicable, put chair pads back in clear tote bags in Storage Room.
- Wash, dry, and put away any dishes used. Place dirty/used rags and towels in the bucket under sink.
- Text/call Building Manager when you're finished so they can lock up.

**QUESTIONS? CALL OR TEXT BUILDING MANAGER:
(712) 210-9911**