

FEES FOR MEETING AND PROGRAM ROOMS

All fees collected from groups are used to maintain Library facilities.

Room Names at Main Library unless noted (Meadows Community Rooms ABC can be partitioned)	Government and Library Affiliated	Nonprofit In-district Standard Room Setup	Nonprofit Out-of-district Standard Room Setup	Custom Setup Additional Fee, Deposit, Notes
Conference Room, Lobby Table	\$0	\$0	\$0	\$0
Grove Room, Meadows Room A, Meadows Room B, Meadows Room C	\$0	\$10/1 hr.	\$20/1 hr.	\$40
Hoffer Room at South Elgin Branch	\$0	\$10/1 hr.	\$20/1 hr.	Group sets up room
Elgin Room, Meadows A&B, Meadows B&C	\$0	\$30/1 hr.	\$60/1 hr.	\$120 Meadows Rooms
Computer Training Room	\$0	\$30/1 hr.	\$60/1 hr.	\$300 refundable deposit
Meadows Community Rooms ABC	\$0	\$50/1 hr.	\$100/1 hr.	\$200

- Fees are based on one-hour rentals. Any portion of an hour is charged as a full hour.
- Full payment must be made at least 10 days in advance.
- There are standard set ups for each room. Fees are charged for custom room layouts.
- At the Main Library, staff set up the room including IT equipment.
- At the South Elgin Branch, organizations will need to set up movable tables, chairs and IT equipment.
- Additional fees may be charged for custom set up changes on the day of the event at Main Library.
- The Computer Training Room requires an additional \$300 deposit, refunded after the program if all equipment is found to be in good condition.
- Study rooms, seating 2-6 people, are available at no charge and may be booked online or in person at 2nd floor the Information Desk.
- Room must be left in good condition with its original set up.

Equipment Rental	Additional Information	Cost per room reservation
Microphone	handheld, tabletop, lavalier	\$5.00 per microphone
LCD Projector, screen, and laptop	includes IT set up	\$75.00
Laptop		\$30.00
Full-time IT staff support	pending staff availability	\$25 per hour
LCD projector, screen		\$50.00
Piano, Meadows Room A stage	\$300 refundable deposit	\$25.00
Markerboard/Flipchart	with markers	\$10.00

- Fees for equipment, chairs and tables are shown during the room reservation process according to availability in a specific room.
- The grand piano in the Main Library's Meadows Community Room A is available for a \$300.00 deposit, refunded after the event if the piano remains in good condition. The Library keeps the piano reasonably in tune by a piano technician. However, if an organization requests a special tuning, the Library will attempt to have it tuned in time for the event. The cost of that tuning will be charged to the organization.

Refreshment Tiers	Customer provided food	Maintenance Fee per room
1. Light	Coffee, cookies, water, juice, donuts	\$10.00
2. Meals	Boxed lunches, food trays, beverages	\$50.00
3. Kitchenette	Bar sink and mini fridge – Elgin and Grove Rooms only	\$25.00