



Meeting Room Information

- **Fees per room, payable beforehand (Lions Club A and B count as 2 separate rooms)**
 - **Businesses, Corporations, Political Organizations, Religious Organizations**
 - \$100.00 for half-day (4 hours)
 - \$200.00 for full day (8 hours)
 - **Non-profit Organizations (with copy of 501C), Government Agencies**
 - \$50.00 for half day (4 hours)
 - \$100.00 for full day (8 hours)
 - **Equipment supplied by the library**
 - **Lions Club Meeting Room A (left side), capacity 40 people:**
 - DVD Player, Powerpoint , HDMI connection, Screen, Lectern
 - **Lions Club Meeting Room B (right side), capacity 40 people:**
 - DVD player, Powerpoint, HDMI Connection, Screen, Lectern
 - **Bailey Meeting Room, capacity 12-15 people:**
 - DVD Player, Powerpoint, HDMI Connection, Screen, Lectern
 - **Wifi is available throughout building**
 - **Restrooms**
 - A restroom key will be designated to you
 - **Coffee Bar may be used by all meeting rooms (must provide own equipment and supplies)**
 - **Operational Guidelines**
 - No alcoholic beverages
 - No taping to walls or furniture
 - Renter must supply all required:
 - Food
 - Paper products, utensils, etc.
 - Equipment not listed for room, above
 - **Renter Responsible for Clean Up**
 - Room furnishings returned to original arrangement
 - Photos by doors show arrangement
 - Coffee bar clean
 - Trash removed (trash bins provided outside, beside Staff Door in West Parking Lot)
 - No custodial service is available
 - An appropriate fee will be charged if facility is not left as found!
 - **Business sales meetings/events may not be advertised to general public**
 - **Parking for all participants in lot across street on Front Street**
 - **Fax #: 302.422.9269**
- Updated: May 20, 2022**