

Meeting Room Information



1. Payment information

- a. Rentals are on a first come, first served basis.
- b. Payment must be made before room rental is confirmed.
- c. Payment must be received at least 7 days prior to meeting date/dates.
- d. Credit card payments can be made in person or by telephone – 302-422-9418
- e. Faxed applications can be sent to Fax # 302-422-9269

2. Fees – NOTE Lions A and Lions B are considered 2 separate rooms

- a. Businesses, Corporations, Political Organizations, Religious Organizations
 - i. \$100.00 for half day (4 hours)
 - ii. \$200.00 for full day (8 hours)
- b. Non-profit Organizations (with copy of 501c3), Government Agencies
 - i. \$50.00 for half day (4 hours)
 - ii. \$100.00 for full day (8 hours)

3. Equipment supplied by the Library – all rooms are supplied with DVD Player, Powerpoint capability, HDMI Connection, Screen, and Lectern

4. Capacity

- a. Lions A capacity 40 people
- b. Lions B capacity 40 people
- c. Bailey capacity 12-15 people

5. Wifi is available throughout the building

6. Restrooms – A restroom key will be available for your use

7. Coffee Bar – may be used by all meeting rooms. You must supply your own equipment and supplies

8. Operational Guideline

- a. No alcoholic beverages
- b. No taping to walls or furniture
- c. Renter must supply all required food, paper products, utensils, etc., and equipment not listed above
- d. Renter responsible for clean up
 - i. Room furnishings returned to original arrangement
 - ii. Coffee bar clean
 - iii. Trash removed (trash bins provided outside, beside staff door in West Parking Lot)
 - iv. No custodial service is available. \$25.00 added fee charged if facility is not left as found
- e. Business sales meetings/events may not be advertised to the general public.
- f. Parking for all participants in lot across the street on Front Street