

**Meeting Room Charges/Services
January 21, 2010**

<i>Conditions/Meeting Rm.</i>	<i>Mayfield North</i>	<i>Mayfield South</i>	<i>Mayfield N & S</i>	<i>Hoffman</i>	<i>Hussey</i>	<i>Hoffman/Hussey</i>
Eligibility	<i>HMMPL Card</i>	<i>HMMPL Card</i>	<i>HMMPL Card</i>	<i>HMMPL Card</i>	<i>HMMPL Card</i>	<i>HMMPL Card</i>
Room Set - Up	<i>Not offered by Library Staff</i>	<i>Not offered by Library Staff</i>	<i>Not offered by Library Staff</i>	<i>Not offered by Library Staff</i>	<i>Not offered by Library Staff</i>	<i>Not offered by Library Staff</i>
Use of any Library owned equipment	<i>Charge: \$25</i>	<i>Charge: \$25</i>	<i>Charge: \$25</i>	<i>Charge: \$25</i>	<i>Charge: \$25</i>	<i>Charge: \$25</i>
Use of your own equipment	<i>No charge</i>	<i>No charge</i>	<i>No charge</i>	<i>No charge</i>	<i>No charge</i>	<i>No charge</i>
Staff assistance BEFORE 4 P.M. Mon-Fri w/Library or your own equipment	<i>No charge</i>	<i>No charge</i>	<i>No charge</i>	<i>No charge</i>	<i>No charge</i>	<i>No charge</i>
Staff assistance after 4 P.M. w/any equipment	<i>Charge: \$75</i>	<i>Charge: \$75</i>	<i>Charge: \$75</i>	<i>Charge: \$75</i>	<i>Charge: \$75</i>	<i>Charge: \$75</i>
Use of craft supplies, red colored refreshments, or any item that will damage.	<i>Charge if damage occurs or space not restored by user.</i>	<i>Charge if damage occurs or space not restored by user.</i>	<i>Charge if damage occurs or space not restored by user.</i>	<i>Charge if damage occurs or space not restored by user.</i>	<i>Charge if damage occurs or space not restored by user.</i>	<i>Charge if damage occurs or space not restored by user.</i>
Set up a reservation within 2 wks of use & before 5 P.M. Mon-Fri only w/self service & room availability	<i>Conditional availability</i>	<i>Conditional availability</i>	<i>Conditional availability</i>	<i>Conditional availability</i>	<i>Conditional availability</i>	<i>Conditional availability</i>
Refundable deposit w/use of NO food or beverage*	<i>\$50</i>	<i>\$50</i>	<i>\$75</i>	<i>\$50</i>	<i>\$100</i>	<i>\$125</i>
Refundable deposit w/use of beverages ONLY*	<i>\$75</i>	<i>\$75</i>	<i>\$100</i>	<i>\$75</i>	<i>\$150</i>	<i>\$175</i>
Refundable deposit w/use of beverages & food*	<i>\$100</i>	<i>\$100</i>	<i>\$125</i>	<i>\$100</i>	<i>\$200</i>	<i>\$225</i>
Failure of Library card holder to restore to set-up when enter, pick up debris, clean white board, clean up spills/messes, remove food & beverages to the satisfaction of Library Management may result in...	Deposit will be retained at the rate of \$25/hour for room restoration and/or repair by Library staff w/minimum charge of \$25 plus increments of \$6.25 per 1/4 hour or portion of 1/4 hour plus full subcontractor charges if applicable for professional restoration.					
* Note	Deposit refunds not requested will be forfeited after six months from last use of a Meeting Room.					