

Proposed, not approved Meeting Room Maintenance/Fee Schedule

(09.28.09)

## Fees

The Library Board has established the following fees for the meeting rooms to help defray maintenance and cleaning costs.

The fee structure does not apply to the library or official City of Crandon meetings. Fees may be waived or altered for other groups by prior approval of the Library Director or his/her designee.

All groups are subject to additional charges for any damages to the property or special cleaning required. The responsible party designated on the application form shall be responsible for paying the cost of any damage or loss incurred by the Library as the result of actions by members of the group using the room. The Library is the sole determinant of whether damaged furnishings or equipment can be repaired or must be replaced. The Library will make all arrangements for repairs to walls, floors, etc. The organization or group will not be permitted to reserve meeting room space again until the costs of repairs or replacement of damaged items have been paid.

	<b>Room Fee</b>
Library Related Programming and/or Groups	No charge
Events held by City Council of Crandon and/or committees	No charge
Events sponsored by nonprofit individuals or groups for which no fee is charged	No charge
Events sponsored by nonprofit individuals or groups for which a fee is charged	\$5.00 per hour
Events sponsored by for-profit individuals or groups for which no fee is charged	\$5.00 per hour
Events sponsored by for-profit individuals or groups for which a fee is charged	\$8.00 per hour
Private parties	Not permitted

Cancellations and Fees. Fees will be refunded if a group or organization cancels a meeting forty eight (48) hours or more in advance of a scheduled and confirmed meeting time. Fees will be retained for cancellations received with less than forty eight (48) hours notice and for no shows. If the fee has not been paid prior to a meeting which is not properly cancelled, the fee will be billed to the Responsible Party and the organization or group will not be permitted to reserve meeting room space again until the fee has been paid. Exceptions will be made in the event of severe weather; or if unforeseeable circumstances acceptable to the Library Director cause a meeting to be cancelled less than 48 hours in advance of a scheduled and confirmed meeting time. Fees for meetings cancelled by the Library under the provisions of 3, above shall be refunded.