

Pricing Policy for Library Community Spaces

Effective 10/10/22

Henkelman Room

Non-Profit Organizations and Governmental Entities

- No Charge

Businesses and Private Social Events

- \$250 for first 2 hours of use.
- \$150 for each additional hour.
- \$100 non-refundable deposit required upon signing of Reservation Form.

Responsibilities

The Library will provide:

- Access to the room at the times specified in the Reservation Form.
- Basic setup of the room as specified in the Reservation Form.
- Access to TV screen, electrical, and Wi-Fi.
- Vacuuming and basic cleaning of surfaces after the end time specified in the Reservation Form.

Responsible Party will:

- Complete and submit Reservation Form no earlier than 1 month in advance or no later than 1 week in advance of the event.
- If applicable, pay, as described above, deposit at the time a Reservation Form is submitted. Payment must be by credit card.
- Pay any fees, other than the deposit, within 30 days of receiving an invoice from the library. The deposit will be deducted from the invoice. Payment must be by credit card.
- Pay any additional fees (see Stipulations below) within 30 days of receiving an invoice from the library.
- Provide adult chaperone for meetings of individuals under 18 years of age.
- At the conclusion of the event, return room to the condition it was in after library setup.
- If applicable, arrange for light refreshments / catering from Library approved caterers.
- If applicable, clean-up and dispose of all food and beverages.
- If applicable, remove all utensils and serving items at the end of the event.

- Connect devices to AV equipment and WiFi. Additional Technical support may be provided for a fee.

Stipulations

- \$50 per hour additional charge will be billed if the Room needs additional cleanup.
- Responsibility Party will be billed by the library for any damage to facility or equipment.
- Fees may be waived or adjusted depending on the intended use and length of time.
- Fees will be refunded if the library closes for any reason. Refunds will be made within 30 days.
- Fees will not be refunded if the cancellation is invoked by the Responsible Party or their representative.
- For private events, Responsible Party may be required to provide proof of insurance.

Study Room

Non-Profit Organizations and Governmental Entities

- No Charge

Individuals / Small Groups

- No Charge with valid Lackawanna County Library System library card.

The Library will provide:

- Access to the room.
- Basic setup of the room for Zoom or other common virtual meeting applications.
- Vacuuming and basic cleaning of surfaces after the end time specified in the Reservation Form.

Users of the room must comply with library's Meeting Room Policy and Visitor Behavior Policy.

Technology Lab

Non-Profit Organizations and Governmental Entities

- No Charge

Businesses and Private Social Events

- \$50 for first 2 hours of use.
- \$25 for each additional hour.
- \$50 non-refundable deposit required upon signing of Reservation Form.

Responsibilities

The Library will provide:

- Access to the room at the times specified in the Reservation Form.
- Basic setup of the room as specified in the Reservation Form.
- Access to projector, TV screen, electrical, and Wi-Fi.
- Vacuuming and basic cleaning of surfaces after the end time specified in the Reservation Form.

Responsible Party will:

- Complete and submit Reservation Form no earlier than 1 month in advance or no later than 1 week in advance of the event.
- If applicable, pay, as described above, deposit at the time a Reservation Form is submitted. Payment must be by credit card.
- Pay any fees, other than the deposit, within 30 days of receiving an invoice from the library. The deposit will be deducted from the invoice. Payment must be by credit card.
- Pay any additional fees (see Stipulations below) within 30 days of receiving an invoice from the library.
- Provide adult chaperone for meetings of individuals under 18 years of age.
- At the conclusion of the event, return room to the condition it was in after library setup.
- Connect devices to AV equipment and WiFi. Additional Technical support may be provided for a fee.

Stipulations

- \$25 per hour additional charge will be billed if the Room needs additional cleanup.

- Responsibility Party will be billed by the library for any damage to facility or equipment.
- Fees may be waived or adjusted depending on the intended use and length of time.
- Fees will be refunded if the library closes for any reason. Refunds will be made within 30 days.
- Fees will not be refunded if the cancellation is invoked by the Responsible Party or their representative.
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Executive Office

Non-Profit Organizations and Governmental Entities

- No Charge

The Library will provide:

- Access to the room.
- Vacuuming and basic cleaning of surfaces after the end time specified in the Reservation Form.

Users of the room must comply with library's Meeting Room Policy and Visitor Behavior Policy.