

Fee Schedule

<i>Room Rental Fees</i>	Government Agencies	Reading Nonprofit	Reading Individual
Community Room A/B (Max. capacity 120) Rental includes 50 chairs, 10 tables, podium w/ microphone*; access to projector and screen.	No Fee	\$20 / 3 hrs	\$40 / 3 hrs
Community Room A (60) Rental includes 30 chairs, 5 tables, 1 podium*; access to projector and screen.	No Fee	\$10 / 3 hrs	\$20 / 3 hrs
Community Room B (60) Rental includes 30 chairs, 5 tables.*	No Fee	\$10 / 3 hrs	\$20 / 3 hrs
Conference Room (25) Rental includes conference table and chairs; laptop/wireless access to screen.	No Fee	\$10 / 3 hrs	\$20 / 3 hrs

**Does not include set up of table and chairs.*

<i>Additional Fees</i>	Government Agencies	Reading Nonprofit	Reading Individual
Standard Custodial Monday-Friday 9am-8pm	\$38 / hr (1 hr min)	\$38 / hr (1 hr min)	\$38 / hr (1 hr min)
Weekend, Holiday Custodial	\$50 / hr (3 hr min)	\$50 / hr (3 hr min)	\$50 / hr (3 hr min)
General Technology Assistance *	No Fee	\$30 / hr (1 hr min.)	\$30 / hr (1 hr. min)
DVD/Blu Ray	No Fee	\$25 / 3 hrs	\$25 / 3 hrs
Additional Microphone / Wireless Microphones	No Fee	\$25 / 3 hrs	\$25 / 3 hrs

Piano Fee **	No Fee	\$25 / 3 hrs	\$25 / 3 hrs
Additional Tables	No Fee	\$5 / table	\$5 / table
Kitchen Access	No Fee	\$10 / 3 hrs	\$10 / 3 hrs

Technology Assistance must be requested seven (7) days in advance and is **only available during regular Library hours.*

***Piano use must be approved by Library Director.*

Adopted June 1998
Amended: August 15, 2016
Amended: February 11, 2017
Amended: February 1, 2019
Amended: July 12, 2021
Amended September 11, 2023