

## APPLETON PUBLIC LIBRARY EVENT RENTAL FEE SCHEDULE:

Mary Beth Nienhaus Community Meeting Room & Community First Credit Union Welcome Hall

| Rental  | HOURLY RATE<br>Minimum 4<br>hours | HOURLY RATE<br>Outside of<br>Operating<br>Hours | Capacity*        |
|---|-----------------------------------|---|------------------|
| Divided Room (1 of 3) with corresponding area of Welcome Hall | \$50 per hour                     | \$150 per hour                                  | Max Capacity 100 |
| Divided Room (2 of 3) with corresponding area of Welcome Hall | \$75 per hour                     | \$175 per hour                                  | Max Capacity 200 |
| Full Room   | \$100 per hour                    | \$200 per hour                                  | Max Capacity 300 |

- Event rentals must comply with the Space Use Policy and the Meeting Room Rental Agreement.
- Nonprofit/Government Rate is a 25% discount during library hours.
- No Nonprofit/Government Rate discount for hourly rate outside of operating hours.
- Minimum length of rental – 4 hours.
- Bookings must be in hour increments, and must include meeting set up, prep and cleanup.
- Library provides basic set up.
- Group is responsible for scheduling AV training in advance.
- Reservations are not confirmed until both full payment and the signed agreement are received. Renters have 7 days from the receipt of the Meeting Room Rental Agreement to submit payment by check to: Appleton Public Library, ATTN: MEETING ROOM RESERVATIONS, 200 N. Appleton Street, Appleton, WI 54911. Payment can be made in person at Library Administration.
- CANCELLATION/REFUND POLICY A 20% cancellation fee applies to reservations canceled more than 7 days before the booking date. No refunds are given for cancellations made within 7 days of the booking.
- The Library reserves the right to cancel and/or relocate any reservation if the reservation threatens library operations due to misrepresentation of information on application. In the event a reservation is cancelled by the Library there shall be no fee.

Approved 1/2025; 3/2025 Pending Approval