

Haltom City Public Library
Schedule of Fees and Charges and Regulations for
Use of Meeting Room(s)/Auditorium Use
(Approved by City Council on September 15, 2008)

Meeting rooms are available for public use only during normal operational hours and are subject to all applicable fees and charges and deposits.

Programs sponsored or co-sponsored by the Haltom City Public Library or by a Haltom City Department take precedence over all other programs. All reservations are subject to cancellation in those instances where the Haltom City Public Library or the City of Haltom City may require the room for its purposes. In such cases, the Library shall notify the applicant at least 72 hours prior to the scheduled use.

Programs sponsored or co-sponsored by the Haltom City Public Library are exempt from charges. Haltom City sponsored programs are generally exempt from charges.

Haltom City Public Library reserves the right to have a staff member present at any meeting/function.

Library equipment is not available for use by individual(s)/groups reserving the meeting rooms/auditorium.

Reservations

Reservations shall be accepted only from individuals 18 years of age or older. **Payment of either the \$50.00 refundable deposit and/or the rental fees constitutes confirmation of room reservation. Confirmation is mandatory for room rental.** Reservations may be made either in person, by the telephone, e-mail, or fax at least 14 days prior to the proposed use date and no longer than 45 days prior to the proposal use date.

Cancellations

The applicant shall be responsible for notifying the Library in writing and delivering this notification to the librarian in charge at least 72 hours prior to the use date in the event that a meeting or the use of the room is canceled. All deposits and charges will be refunded if the program is canceled and the Library is notified prior to the use date. If the Library is notified after 72 hours prior to the use date, then only the deposit will be refunded. Exceptions to this policy may be granted by the Library Services Director for special considerations or circumstances.

Reservation Deposit (Refundable) \$50.00

For non library- or city-related programs, individuals/groups will pay a refundable reservation deposit and a nonrefundable usage charge.

All deposits and fees must be paid **14** days prior to the use date. Deposits will be refunded after the area has been inspected by a Library staff member and has been judged clean and free of litter and items from the meeting and that no damage to the room has occurred. Deposit is returned to the individual/group making the reservation after the program has ended and all cleanup and takedown is completed. Deposits will be refunded Monday through Friday from 8:30 a.m. to 4:30 p.m. only.

Setup, cleanup, and takedown

Setup, cleanup, and take down of meeting rooms are the responsibility of the resident/group reserving the room.

Usage Charges (Non-refundable)

½ room without kitchenette (minimum of 2 hours)

- resident \$15.00 per hour x 2 = \$30.00
- nonresident \$25.00 per hour x 2 = \$50.00

½ room with kitchenette (minimum of 2 hours)

- resident \$20.00 per hour x 2 = \$40.00.
- nonresident \$30.00 per hour x 2 = \$60.00

Full room (minimum of 2 hours)

- resident \$30.00 per hour x 2 = \$60.00
- nonresident \$50.00 per hour x 2 = \$100.00

Business Rates (minimum of 2 hours)

Resident:

- ½ room without kitchenette \$30.00 per hour x 2 = \$60.00
- ½ room with kitchenette \$40.00 per hour x 2 = \$80.00

Nonresident:

- ½ room without kitchenette \$50.00 per hour x 2 = \$100.00
- ½ room with kitchenette \$60.00 per hour x 2 = \$120.00

- full room (resident) \$60.00 per hour x 2 = \$120.00
- full room (nonresident) \$100.00 per hour x 2 = \$200.00

Refundable

Room Cleaning deposit \$50.00