

## **ROOM OFFERINGS**

### **MEETING ROOM A OR B:**

**LOCATION:** Round Rock Library 1st Floor-North entrance.

**HOURS:** 7:00 A.M. - 10.30 P.M.

All set up and take down must be done within time listed on contract.

**REFUNDS:** All fees and deposit are payable in advance in order to secure the reservation. The fee and deposit will be returned if reservation is canceled at least 14 days prior to reservation date.

**FURNISHINGS:** 10 tables, 80 chairs, podium, large screen TV with attached HDMI cable and remote.

**KITCHEN:** **Available in Room A only.** Warming kitchen, not intended for full meal preparation. Includes a refrigerator, stovetop, sink, countertop, and microwave. The kitchen does not require an inspection by the Public Health Department as it is used only to warm up food.

**CAPACITY:** 80 people seated auditorium, classroom style.

### **MEETING ROOM C: (Meeting Rooms A & B Combined)**

Same information as for Rooms A or B, except that the numbers for capacity are doubled. See fee schedule for other information.

## **MEETING ROOM USE FEE SCHEDULE**

**Henry Lathin Meeting Rooms, A or B**

**Each room is 1400 sq. ft.**

**Room B does not have a kitchen.**

<b>Group type</b>	<b>Rate</b>	<b>Length of time</b>	<b>Additional fees</b>	<b>Notes</b>
Non-profit	\$15.00	2 hour minimum	\$15.00 per hour, added onto the 2 hour	May be used at this rate only 1 time per month. Additional use is \$15.00 per hour with a \$120.00 daily max.
Private individuals, For-Profit	\$ 70.00	2 hour minimum	\$70.00 per hour thereafter	May be used at this rate only 1 day per month. Additional use is \$70.00 per hour with a \$560.00 daily max.
<b>Additional fees</b>				
Kitchen	Included	Kitchen included, Rm A only		
Security deposit	\$100.00	Not refunded if cancellation not made within 14 days of the date of the event. A full or partial withholding will apply if the room is not left in the condition in which it was borrowed.		
Equipment	Included	Requested on the Agreement form. Room orientation required before use.		

**Henry Lathin Meeting Room C (Meeting Rooms A & B combined)**  
**Combined space is 2800 sq. ft.**

<b>Group type</b>	<b>Rate</b>	<b>Length of time</b>	<b>Additional fees</b>	<b>Notes</b>
Non-profit	\$25.00	2 hour minimum	\$ 25.00 per hour, added onto the 2 hour	May be used at this rate only 1 time per month. Additional use is \$25.00 per hour with a \$200.00 daily max.
Private individuals, For-profit	\$100.00	2 hour minimum	\$100.00 per hour thereafter	May be used at this rate only 1 day per month. Additional use is 100.00 Per hour with a \$800.00 daily max.
<b>Additional fees</b>				
Kitchen	Included	Kitchen included		
Security deposit	\$160.00	Not refunded if cancellation not made within 14 days of the date of the event. A full or partial withholding will apply if the room is not left in the condition in which it was borrowed.		
Equipment	Included	Requested on the Agreement form. Room orientation required before use.		

**DEPOSIT WITHOLDING**

The Round Rock Public Library instituted a flat rate fee structure for deposit withholding on March 23, 2017. Special cleaning requirements or damage caused during the use of the meeting room space will incur a flat fee of \$50, as well as the cost of any additional repairs or replacement of damaged property will be withheld from a deposit and/or billed to the organization responsible for the reservation.

The meeting room checklist and default room arrangement is displayed in each room for your convenience. Event break-down must occur in an orderly and timely manner within the allotted time of the reservation. The Library expects the customer to conduct clean up at the conclusion of the event, including placing trash in receptacles provided, take trash to dumpster, removing all personal effects, equipment and decorations, and leaving the spaces as clean and orderly as possible. Items left in the room will be considered lost items and processed in accordance with our lost and found policy.

**Deposit withholding may apply to the following:**

- Litter in room
- Table(s) not wiped down and left dirty
- Trash not taken to dumpster
- Kitchen not cleaned
- Failure to include equipment use on Agreement form
- Rear door left open
- Chairs and tables not returned to default position
- Damage to furniture and facility