

Meeting Rooms Fee Schedule

MEETING ROOMS: A&B Combo, Legacy Conference Room & Shared Conference Room

LOCATION: Round Rock Public Library, 200 E. Liberty Ave., Round Rock, TX 78664
 All set-up and take-down must be done within the time listed in the contract
 You can enter the room 15 minutes prior to your rental time

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

FURNISHINGS: Tables, Chairs, Podium & AV Installed. **Provide your own HDMI cord.**

KITCHEN: **Available in Room A only.** Warming kitchen, not intended for full meal preparation. Includes a refrigerator, 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.
Resident means living in the City of Round Rock.

MEETING ROOM USE FEE SCHEDULE

A&B Combo (Meeting Rooms A & B combined)

Combined space is 1950 sq. ft. & Capacity 132

Furnishings: 45 Rectangle Tables, 18 Round Tables, 135 Chairs & AV.

Hours: Mon. – Sat. 9:00am – 9:00pm & Sun. 1:00pm – 5:00pm

Group type	Rate	Length of time	Additional fees	Notes
Resident Non-profit	\$25.00	2 hours minimum	\$ 25.00 per hour added thereafter	May be used at this rate only 1 time per month. Additional use is \$25.00 per hour with a \$200.00 daily max.
Non-Resident Non-profit	\$40.00	2 hours minimum	\$ 40.00 per hour added thereafter	May be used at this rate only 1 time per month. Additional use is \$40.00 per hour with a \$320.00 daily max.
Resident Private individuals For-profit	\$100.00	2 hours minimum	\$100.00 per hour thereafter	May be used at this rate only 1 time per month. Additional use is 100.00 per hour with a \$800.00 daily max.
Non-Resident Private individuals For-profit	\$130.00	2 hours minimum	\$130.00 per hour thereafter	May be used at this rate only 1 time per month. Additional use is 130.00 per hour with a \$1,040.00 daily max.
Additional fees				
Kitchen	Included	Kitchen included in Room A.		
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.		

Legacy Conference Room located on 3rd Floor (The Quiet Floor)**473 sq. ft. & Capacity 20****Board Room Meetings only, please use inside voices. NO FOOD ALLOWED****Furnishings: 1 Large table, 20 Chairs & AV.****Hours: Mon. – Thurs. 9:00am – 8:00pm, Fri. & Sat. 9:00am – 5:00pm****Sun. 1:00pm – 5:00pm**

Group type	Rate	Length of time	Additional fees	Notes
Resident Non-profit	\$10.00	2 hours minimum	\$ 10.00 per hour added thereafter	May be used at this rate only 1 time per month. Additional use is \$10.00 per hour with a \$80.00 daily max.
Non-Resident Non-profit	\$20.00	2 hours minimum	\$ 20.00 per hour added thereafter	May be used at this rate only 1 time per month. Additional use is \$20.00 per hour with a \$160.00 daily max.
Resident Private individuals For-profit	\$30.00	2 hours minimum	\$30.00 per hour thereafter	May be used at this rate only 1 time per month. Additional use is \$30.00 per hour with a \$240.00 daily max.
Non-Resident Private individuals For-profit	\$50.00	2 hours minimum	\$50.00 per hour thereafter	May be used at this rate only 1 time per month. Additional use is \$50.00 per hour with a \$400.00 daily max.
Additional fees				
Security deposit	\$50.00	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.		

Shared Conference Room located on the 3rd Floor (The Quiet Floor)**353 sq. ft. & Capacity 12****Board Room Meetings only, please use inside voices. NO FOOD ALLOWED****Furnishings: 1 Large table, 12 Chairs & AV.****Hours: Mon. – Thurs. 9:00am – 8:00pm, Fri. & Sat. 9:00am – 5:00pm****Sun. 1:00pm – 5:00pm**

Group type	Rate	Length of time	Additional fees	Notes
Resident Non-profit	\$10.00	2 hours minimum	\$ 10.00 per hour added thereafter	May be used at this rate only 1 time per month. Additional use is \$25.00 per hour with a \$200.00 daily max.
Non-Resident Non-profit	\$20.00	2 hours minimum	\$ 20.00 per hour added thereafter	May be used at this rate only 1 time per month. Additional use is \$40.00 per hour with a \$160.00 daily max.
Resident Private individuals For-profit	\$30.00	2 hours minimum	\$30.00 per hour thereafter	May be used at this rate only 1 time per month. Additional use is \$30.00 per hour with a \$240.00 daily max.
Non-Resident Private individuals For-profit	\$50.00	2 hours minimum	\$50.00 per hour thereafter	May be used at this rate only 1 time per month. Additional use is \$50.00 per hour with a \$400.00 daily max.
Additional fees				
Security deposit	\$50.00	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 Withholding:

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 set-up and 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.
- The chairs and tables have not returned to their default position.
- Damage to furniture and facility.