

Madisonville Public Library **Community Room Pricing and Policies**

The Community Room can be rented by the hour. There is a \$70 minimum fee, which covers the first 2 hours of time. Each additional hour (or partial hour) will be \$35. Allow time to set up and clean up when making the reservation.

A \$50 deposit will be required when the room is booked. This will be returned within 24 hours of the next day that the library is open. If the renter cancels within at least one week of the event date, the deposit will be refunded.

Community Room rental outside of normal operating hours will be contingent upon a library representative being available. This will be determined before the rental is confirmed. Upon arrival, a fee of \$15 per hour (or partial hour) must be paid directly to the library representative, who will remain in the building during rental period. Library hours are: Tues-Thurs 11 am-6 pm, Friday 11 am-4 pm and Sat 11 am-3 pm.

Library sponsored events will take precedence so some dates/times will not be available for rental. Recurring events will not be scheduled ahead, although you can contact the library on the day following your event to book another date.

The library will be responsible for setting up and taking down tables, chairs, etc. as per renter's needs and directions. The library will also sweep and mop floors before and after rental.

The renter is responsible for bagging up all trash and depositing it in the library's dumpster, which is located in the parking lot. The library will provide trash bags. Renter must remove all food and drink and anything else they bring into the building. If these responsibilities are not met, the \$50 deposit will not be refunded.

Thank you for your interest in our Community Room. Please call the library at 423-442-4085 for more information or to schedule an event.