

# Meeting Room Usage Fees

## Vinton Branch Library

### Meeting Room Definitions

The Meeting Room Usage Fee is based on the type of organization using the room or the purpose of the meeting. Community rates apply to non-profits or civic organizations. Commercial rates apply to both for-profit organizations and not-for-profit or civic groups charging admission or accepting donations during the event. Meeting Rooms are not available for private event rentals or commissioned events.

Meeting rooms must be reserved for the entire time the Client is using the room, including set-up and tear-down.

All set-ups are the responsibility of the Client; the room must be returned to its original configuration at the conclusion of the meeting.

Payment of the Meeting Room Usage Fee is due before the meeting begins. For a series of rentals, payment for the first meeting is due when the reservation is made; each meeting payment after that is due before each successive meeting begins.

### Usage Fees

Room	Rate/Hour	
	Community	Commercial
Meeting Room A	\$15.00	\$25.00
Meeting Room B	\$15.00	\$25.00
Meeting Rooms A & B	\$25.00	\$45.00
Program Room	\$15.00	\$25.00
Conference Room	\$15.00	\$25.00
Computer Lab*	\$125.00	\$125.00
Projector (Meeting Rooms)**	\$5.00	\$5.00
LCD (Conference Room)**	\$5.00	\$5.00

### Use by Outside Government Agencies

Local, state, and federal governments outside of Roanoke County receive a 50% discount on stated fees.

\*Rate includes use of LCD projector and instructor PC. Client must bring presentation on USB drive.

\*\*This is a flat, per-use charge. Client provides laptop for use with either LCD screen or projector. Use of projector requires rental of both Meeting Rooms A and B.

Effective Nov 23, 2015