

# Rental Rates & Fee Schedule @ Glenvar Library

## Availability

Rental spaces are available during the Library's normal hours of operation.

Groups will be given 30 minutes prior to their meeting, starting as early as 9:00am, to handle meeting setup including furniture layout. Rentals will not be booked past 30 minutes prior to closing. For example, if the library closes at 8pm, you may book your meeting to go no later than 7:30pm.

Payment of the Meeting Room Usage Fee is due before the meeting begins.

## Classifications

**Community Use:** Community rates apply to nonprofit organizations, social or hobby clubs, or government agencies outside of Roanoke County for non-commercial use (i.e., no admission fee, vendor fee, and/or donation is requested or received during the event). Events may or may not be open to the public and may occur during or outside of regular library operating hours. Some events or events held outside normal library hours may require additional approval and additional fees.

**Commercial Use:** Commercial rates apply to for-profit businesses and corporations. Admission or vendor fees may be collected and donations may be received during the event. These rates also apply to nonprofit organizations in which events or meetings involve admission fees or donations while renting the meeting space. Events may or may not be open to the public and may occur during or outside of regular library operating hours with approval and additional fees. This may include business receptions, seminars, or workshops.

**Government Use:** Government agencies, outside Roanoke County, receive a 50% discount on stated fees.

**Shower and Birthday Party Rentals:** Shower and birthday party rentals require an extra hour for set-up and for clean-up, totaling two hours over time designated for the event, and may be subject to additional fees associated with cleaning.

## Rates

MEETING ROOM	
Community Groups \$10/hour	Commercial Groups \$40/hour
COMPUTER LAB	
\$125/hour	
SHOWER AND BIRTHDAY PARTIES	
<u>Meeting Rooms</u> \$25/hour*	

\*Shower and birthday party rentals require an extra hour for set-up and clean-up, totaling two hours over time designated for the event, and may be subject to additional fees associated with cleaning.

## Projector

Available for an additional \$5/hour

## More Information

For further information, see Terms and Conditions.