

Mishawaka-Penn-Harris Public Library Meeting Room Fee Schedule

Mishawaka Library Meeting Rooms	<u>Standard Fee Rate</u> <ul style="list-style-type: none"> • Personal events and parties • Business meetings • Personal interest groups 	<u>Reduced Fee Rate</u> <ul style="list-style-type: none"> • Federal tax exempt organizations • Governmental agencies • Indiana state sales tax will be due on any fees, unless IN Form ST-105 is on file.
Spencer Gallery Capacity: Tables and chairs – 96 Chairs only - 117	\$50 per hour + Indiana Sales Tax 2-hour minimum	Two (2) free bookings per calendar month Additional meetings are \$15 per hour 2-hour minimum
Eisen Meeting Room Capacity: Tables and chairs – 72 Chairs only - 84	\$35 per hour + Indiana Sales Tax 2-hour minimum	Two (2) free bookings per calendar month Additional meetings are \$10 per hour 2-hour minimum
Friends Meeting Room Capacity: Fixed boardroom table and chairs (16)	\$20 per hour + Indiana Sales Tax	Two (2) free bookings per calendar month Additional meetings are \$5 per hour
Jernegan Room Capacity: Fixed boardroom table and chairs (13)	\$20 per hour + Indiana Sales Tax	Two (2) free bookings per calendar month Additional meetings are \$5 per hour
Friends of the Library Learning Center Capacity: 17 chairs 17 Windows 7 PCs with MS Office 2013 Built-in projection and sound system Presenter station with HDMI and VGA input Color printing available Courtesy Keurig brewers with a selection of coffees, teas, and water	\$150 + Indiana Sales Tax for up to 4 hours usage \$250 + Indiana Sales Tax for bookings of more than 4 hours	N/A for Reduced Rate <i>(for rates, see Standard Fee Rate)</i>

Approved by Mishawaka-Penn- Harris Public Library Board action on December 10, 2015. Amended by Mishawaka-Penn-Harris Public Library Board action January 21, 2016. Amended by Mishawaka-Penn-Harris Public Library Board action February 18, 2016; amended Oct. 20, 2016.

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Bittersweet Branch Meeting Room	<u>Standard Fee Rate</u> <ul style="list-style-type: none"> • Personal events and parties • Business meetings • Personal interest groups 	<u>Reduced Fee Rate</u> <ul style="list-style-type: none"> • Federal tax exempt organizations • Governmental agencies • Indiana state sales tax will be due on any fees, unless IN Form ST-105 is on file.
Zimmerman Meeting Room Capacity: Tables and chairs – 50 Chairs only - 75	\$50 per hour + Indiana Sales Tax 2-hour minimum	Two (2) free bookings per calendar month Additional meetings are \$15 per hour 2-hour minimum
Small Meeting Room Capacity: Movable tables (6) and chairs (17)	\$20 per hour + Indiana Sales Tax	Two (2) free bookings per calendar month Additional meetings are \$5 per hour
Harris Branch Meeting Rooms	<u>Standard Fee Rate</u> <ul style="list-style-type: none"> • Personal events and parties • Business meetings • Personal interest groups 	<u>Reduced Fee Rate</u> <ul style="list-style-type: none"> • Federal tax exempt organizations • Governmental agencies • Indiana state sales tax will be due on any fees, unless IN Form ST-105 is on file.
Meeting Room A and B Capacity: Tables & chairs – 40 Chairs only - 92	\$35 per hour + Indiana Sales Tax 2-hour minimum	Two (2) free bookings per calendar month Additional meetings are \$10 per hour 2-hour minimum
Meeting Room A Capacity: Tables & chairs – 20 Chairs only - 46	\$20 per hour + Indiana Sales Tax 2-hour minimum	Two (2) free bookings per calendar month Additional meetings are \$5 per hour
Meeting Room B Capacity: Tables & chairs – 20 Chairs only - 46	\$20 per hour + Indiana Sales Tax 2-hour minimum	Two (2) free bookings per calendar month Additional meetings are \$5 per hour
Conference Room C Capacity: Fixed boardroom room table and chairs (12)	\$20 per hour + Indiana Sales Tax	Two (2) free bookings per calendar month Additional meetings are \$5 per hour

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Amenities All locations	<u>Standard Fee Rate</u> <ul style="list-style-type: none"> • Personal events and parties • Business meetings • Personal interest groups 	<u>Reduced Fee Rate</u> <ul style="list-style-type: none"> • Federal tax exempt organizations • Governmental agencies • Indiana state sales tax will be due on any fees, unless IN Form ST-105 is on file.
Food-Service Fee: A fee to cover standard trash removal, light wiping of tables, etc. "Food" includes beverages, light refreshments, catering, and/or use of small kitchen.	\$10 per meeting + Indiana Sales Tax Friends Meeting Room @ Mishawaka Jernegan Room @ Mishawaka Conference Room C @ Harris \$20 per meeting + Indiana Sales Tax All other rooms	No charge
Audio-Visual equipment rental: Projection system, TV/VCR/DVD player	\$20 per meeting + Indiana Sales Tax	No charge
Audio-Visual technician: Will only help with setup, will not attend entire meeting	\$20 per meeting + Indiana Sales Tax	No charge

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Miscellaneous Fees All locations	<u>Standard Fee Rate</u> <ul style="list-style-type: none"> • Personal events and parties • Business meetings • Personal interest groups 	<u>Reduced Fee Rate</u> <ul style="list-style-type: none"> • Federal tax exempt organizations • Governmental agencies • Indiana state sales tax will be due on any fees, unless IN Form ST-105 is on file.
Excessive Clean-Up Fee: For rooms requiring unwarranted time or labor to clean up	\$25 + Indiana Sales Tax per meeting; may result in loss of meeting room privileges for six months	\$25 per meeting; may result in loss of meeting room privileges for six months
Before- or After-Hours Additional Charge: For those meetings given approval by the Library Director	\$20 + Indiana Sales Tax per hour for each staff member present in the building due to event	\$20 per hour for each staff member present in the building due to event
Help with set-up Requests for help with setting up the room in a particular configuration of tables and chairs	\$50 + Indiana Sales Tax	\$50

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