



# Metropolitan Library System

## **Metropolitan Library System Room Rental Policy February 11, 2008**

Metropolitan Library System provides programming at its offices in Burr Ridge and Chicago Illinois. When these facilities are not in use for MLS-sponsored events, the facilities may be made available to outside groups.

### **Standard Rates**

The rates for the Burr Ridge and Chicago offices are as follows:

- Meeting Room: Full-day--\$300.00; Half-day--\$150.00
- Computer Lab: Full-day--\$500.00; Half-day--\$250.00
- Conference Room: Full-day--\$200.00; Half-day--\$100.00

In addition to the room rate, a staff time charge will be applied. A \$15.00/hour charge for general assistance applies to all events. An additional \$25.00/hour charge for technical assistance will be applied if technical setup/support is needed.

### **Terms and Conditions**

- Metropolitan Library System will charge non-members and individuals/groups conducting fee-based events in either office.
- MLS staff will supervise each use of MLS space.
- Requests for room use will be approved on a case-by-case basis, regardless of membership status.
- Room use must be requested at least fourteen days in advance of an event.
- Room renters must sign a rental agreement and will be invoiced upon receipt of agreement. Payment for multiple events may be made on a payment schedule if desired. Expenses accrued for staff time in excess of the agreed amount will be invoiced after the event.
- Charges will be waived for cancellations received seven days in advance. After seven days, half of the room rate will be assessed.
- MLS reserves the right to refuse use of its facilities or waive room use fees at its discretion.