EVENT RENTAL FEE SCHEDULE:

[insert donor name] Community Meeting Room and [insert donor name] Welcome Hall

Rental	Hourly Rate Minimum 4 hours	Hourly Rate Outside of Operating Hours	Capacity*
Full Room	$100	$200	Max Capacity 300 (current estimate)
Divided Room (1 of 3) with partial area of Welcome Hall	$50	$150	Max Capacity 100 (current estimate)

- Event rentals must comply with the Appleton Public Library Space Use Policy.

- Nonprofit/Government Rate is a 25% discount during library hours. Full rate for access outside of operating hours.

- Minimum length of rental – 4 hours.

- Booking length must include meeting set up, prep and cleanup.

- Library provides basic set up.

- Group is responsible for scheduling AV training in advance.

- Deposit – 50% of cost at time of booking; remaining 50% prior to start of event

*Capacity determined in consultation with Fire Inspector.

1/2025 Pending Approval