

## **After-Hours Use**

1. Library facilities may be used for private events after regularly scheduled library hours for a fee.
2. Financial cost of the use of the library after regular library hours will be paid by the user unless in the Library Board's judgment, special circumstances dictate otherwise. The costs include but are not limited to the following:
  - a. Rental fees
  - b. Service costs
  - c. Equipment
  - d. Custodial personnel
  - e. Security
  - f. Administrative personnel
3. Application and approval for after-hours private use must be obtained through the library director or his or her designee.
4. After-hours users will provide the library with insurance coverage for property damage and personal liability during the applicant's use of the facility in an amount to be specified by the library. Proof of insurance coverage shall be supplied prior to the use of the library.
5. Whenever a library is used after-hours by another agency or private individual, a library employee must be on site.
6. Activities that allow the serving of alcoholic beverages may not take place during regular library hours and require the approval of the Library Board.
7. All users of library facilities will be required to sign a Hold Harmless Agreement when using library property.

## **Schedule of Fees for After-Hours Use**

### **Fee Per Hour**

(Two hour Minimum)

Columbus Public Library Auditorium-Seats 124	\$200.00
Columbus Public Library CB&T-Synovus Mtg Room-Seats140	\$200.00
Columbus Public Library/Rotunda/Grand Staircase/Auditorium/ Meeting Rooms	\$450.00
Columbus Public Library Multi-Media Room-Seats 12	\$100.00
Barbara & David Rothschild Computer Lab-Seats 10	\$100.00
North Columbus Branch Library Large Mtg Room-Seats 75	\$100.00
North Columbus Branch Library Small Mtg Room-Seats 10	\$ 75.00
South Columbus Branch Library Meeting Room-Seats 70	\$100.00
Mildred L. Terry Branch Library Computer Lab-Seats 12	\$100.00
Chattahoochee County Public Library Meeting Room-Seats40	\$100.00
Marion County Public Library Meeting Room-Seats40	\$100.00
Parks Memorial Library Meeting Room-Seats 40	\$100.00
Lumpkin Public Library Meeting Room-Seats 60	\$100.00
Quitman Public Library-No Facilities Available	