



THE CITY OF OREM
DIVISION OF LIBRARY SERVICES

City of Orem Library Hall Fee Schedule

Charges to rent Library Hall are based on both the user and the intended use. Priority is given to City of Orem use.

Class I: City of Orem use (all departments and events)

Class II: Government-sponsored use (other jurisdictions, agencies, officials in the scope of professional responsibilities, etc.)

Class III: Non-sponsored community use (Freedom Festival, Miss Orem, etc.)

Class IV: Charitable entity use (organizations with current 501(c)3 or domestic non-profit corporation status - not charging admission, etc.)

Class V: Fair market, for-profit, commercial/non-profits business facility use (business functions, ticketed events, fundraisers, etc.)

Class VI: Weddings, receptions, private events, and private social events, etc.

Library Hall Fees*

Fee Description	Class I	Class II	Class III	Class IV	Class V	Class VI
Ashton Auditorium** (500 person audience occupancy - cost per hour + staffing)	Per City policies	\$110.00	\$160.00	\$260.00	\$310.00	N/A
Sorenson Legacy Room (50 person occupancy - cost per hour + staffing)		\$90.00	\$120.00	\$135.00	\$160.00	N/A
Lobby (500 person occupancy - cost per hour + staffing)		\$100.00	\$140.00	\$160.00	\$210.00	\$285.00
Sound Technician for duration of set up/event (cost per hour)		\$50.00	\$50.00	\$50.00	\$50.00	N/A
Cleaning Deposit (per event)		\$200 Auditorium / \$25 Classroom / \$100 Lobby				
Cleaning/Damage Fee (applied if facility is left dirty or damaged)		Cost of labor/materials as determined by Facilities staff				
Food fee		No food in Auditorium / \$25 Classroom / \$50 Lobby				
Use of Kitchen		\$50				
Table/Chair Rental - Lobby		\$2 per chair / \$10 per table				
Set Up / Take Down		\$30 each				
Late Cancellation (without 3-day notice)		10% of rental fee				
Rental Application Late Fee (outside of 14-day window)		10% of rental fee				
Day use of Facility						

*Use of the Library Hall Auditorium for events with public audiences requires event insurance in addition to a rental fee. Use of the Classroom or Lobby may require event insurance as determined by the City of Orem Risk Manager.
**Auditorium rentals have a 2-hour minimum; use of the classroom/green room and dressing room is included in the Auditorium rental fee.