

### 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	***	\$275.00	\$350.00	N/A
Sorenson Legacy Room (50 person occupancy - cost per hour + staffing)		\$90.00	***	\$135.00	\$160.00	N/A
Lobby (500 person occupancy - cost per hour + staffing)		\$100.00	***	\$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				
Outside Food Fee		No food in Auditorium / \$25 Classroom / \$50 Lobby				
Use of Kitchen		\$50				
Table/Chair Rental - Lobby		\$2 per chair / \$10 per table				
Stage Set Up / Take Down		\$100				
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		\$1,450				

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

Class II: Government-sponsored facility 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

Class VI: Weddings, receptions, and private social events (lobby only)

\*Use of the Library Hall Auditorium 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 is included in Auditorium rental fee.

\*\*\*By approval only