

Library Hall Rental Rates July 2024–June 2025

Library Hall Rental

Full-Day Rentals: Monday–Saturday (8:00am–10:00pm)

Category A	\$1500
Category B	\$1150

2-Day Rentals (must be 2 consecutive days)

Access to the Ashton Auditorium between 8:00am–10:00pm

Category A	\$2500
Category B	\$2000

Hourly Rentals: Monday–Saturday (8:00am–10:00pm)

Category A	\$350/hr
Category B	\$250/hr

Sorenson Legacy Room Rental

Full-Day Rentals: Monday–Saturday (9:00am–9:00pm)

Category A	\$250
Category B	\$200

Hourly Rentals: Monday–Saturday (9:00am–9:00pm)

Category A	\$50/hr
Category B	\$50/hr

Category A - all commercial clients

Category B - CARE Grant recipients and all nonprofit organizations and events. A 501(c)(3) certificate or IRS letter of tax determination is required for this category. The W9 form and letter of determination or 501(c)(3) must match.

Deposit

A deposit of 25% of the estimated total is due at the time the contract is signed and is required before reservation is confirmed. Deposits are non-refundable but will be applied toward the final balance.

Insurance

All clients using the Ashton Auditorium are required to carry liability insurance for no less than \$1,000,000.

Staffing

Technical Staff (minimum of 2 required for all rehearsals and performances)	\$25/hr
Custodial Staff	\$75/day
Venue Manager (required for all-day events)	\$32/hr

Events requiring additional light/sound design outside of the rental period will be billed at the hourly rate.

Client must provide ushers (minimum of 3) for all performances.

Stage Fees

Piano Tuning (must give a minimum of 2 weeks notice)	\$150
Sound Shell	\$100
Orchestra/Choir Risers	\$100

Equipment and Supplies

All Ashton Auditorium rentals include 1 wireless microphone, use of projector and screen, extension cords, power strips, and minimal gaff.

Sound Package A (2 wireless microphones, extension cords, power strips, and above-average use of gaff)	\$50/day
Sound Package B (Sound Package A, plus 3–10 wireless microphones, wired microphone kit for bands)	\$200/day
Sound Package C (Sound Package B, plus speaker package intended for live bands and concerts)	\$300/day
Portable Sound System (portable mixer/amplifier combo, wired microphones and booms, and speakers) <i>Intended to be operated by renter</i>	\$100/day

Miscellaneous Fees

Ashton Auditorium and dōTERRA Lobby Food Fee (includes use of Warming Kitchen)

\$100

Sorenson Legacy Room Food Fee

\$50

Tables and Chairs**Package A**

7 tables and 50 chairs

\$30

Package B

14 tables and 100 chairs

\$50

Merchandise Sales

Client is required to pay 10% commission on all monies collected on Library Hall property.

After Hours Fee

Any use of Library Hall facilities outside of the contracted time will be billed at the hourly rental rate plus 25%.

Convenience Fee

Any amount above \$2000 that is paid with a credit card will be charged a convenience fee of 2.5% of the total.