# Meeting Room Fee Schedule

**Effective July 1, 2017**

The available meeting rooms and their maximum capacities are:

Main Library: Community Room (Hawley-Nichols) - 144, Kiwanis Room - 20, Merwin Room - 40

Fairchild-Nichols Memorial Library Community Room - 50

Library-sponsored and Town of Trumbull sponsored events and programs incur no charge.

The fees for non-profit and for-profit organizations are as follows:

### SERVICE CHARGES

| SERVICE | For-Profit, Non-Profit |
|---|---|
| Set-up | $25 |
| Electronics Equipment Use | $10 |
| Before/After Hours (if incurred) | Room Rate |

### ROOM RATES

| SERVICE | For-PROFIT | Non-PROFIT |
|---|---|---|
| Community Room (Hawley-Nichols) | $70 per hour | $20 per hour |
| Kiwanis Room | $30 per hour | $15 per hour |
| Merwin Room | $40 per hour | $20 per hour |
| Community Room (Fairchild-Nichols ) | $40 per hour | $20 per hour |

### EQUIPMENT AVAILABILITY – HAWLEY-NICHOLS COMMUNITY ROOM (upon request)

**ELECTRONIC EQUIPMENT  (for charge)**

      LCD projector - for laptop or by special arrangement, with internet access

      Microphone and sound system

      VCR/DVD player

**OTHER EQUIPMENT (without charge)**

      Kitchen (dishwasher, microwave, refrigerator, sink, stove, coffee pots)

      Piano (in-tune, as is)

      Podium

      Projection screen

      Six-foot tables

      Chairs (150 available)

Please take notice of the Library hours cited below to ensure the proper scheduling of your meeting.
(By pre-arrangement with the Director, meetings may extend beyond Library hours in the Hawley-Nichols room at the posted hourly rate.  The supplemental before/after hours charge will be imposed for meetings held in the other rooms when they extend beyond Library hours.)

**Main Library Hours:**

| | |
|---|---|
| Monday-Thursday | 9 a.m. - 8 p.m. |
| Friday-Saturday | 9 a.m. - 5 p.m. |
| Sunday (Sept.-May) | 1 p.m. - 5 p.m. |

**Fairchild-Nichols Memorial Library Hours:**

| | |
|---|---|
| Monday & Wednesday | 10 a.m. - 8 p.m. |
| Tuesday & Thursday | 10 a.m. - 5 p.m. |
| Saturday | 10 a.m. - 2 p.m. |

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*Reviewed and Updated by the Trumbull Library Board of Trustees  -  May 10, 2017*