

WINTER HAVEN

The Chain of Lakes City

WINTER HAVEN PUBLIC LIBRARY MEETING ROOM RENTAL FEES EFFECTIVE OCTOBER 1, 2009

- Persons / agencies will be categorized prior to execution of a rental contract. For standard private rentals such as insurance companies, banks, mortgage companies, etc. most renters will fall into Category I. Proof of non-profit status and the entities physical address are required for Category II. Category III is reserved for facility rentals that are sponsored by or co-sponsored by the City as determined by Library Staff. This includes public meetings, workshops and special events that are deemed to be a direct benefit to the residents of Winter Haven. These rentals must be open to the public and be free of charge to all participants.

Category	Description
I	Business or Commercial Entity
II	Polk County Non-Profit Entity (includes civic groups, public education agencies, religious organizations)
III	City Sponsored/Co-Sponsored Entity (applies to rentals/meetings that are free, open to the public and deemed to be a benefit to the community)

- Based on the classification system outlined above the following fees will be charged.

Multi-Purpose Meeting Room	Category I	Category II	Category III	Damage Deposit
Half Room				
4 hours	\$106	\$ 53	No charge	\$100
8 hours	\$210	\$105	No charge	\$100
Full Room				
4 hours	\$158	\$ 79	No charge	\$100
8 hours	\$316	\$158	No charge	\$100

Sales tax is not included in the above noted fees and will be calculated as appropriate.

- A usage fee is charged for the use of the following equipment for Category I and Category II.

Equipment	Category I	Category II	Category III
Digital Projector	\$25	\$25	No charge
Laptop to be used with digital projector	\$25	\$25	No charge
TV/VCR/DVD player	\$25	\$25	No charge
Microphone/sound system	\$25	\$25	No charge
Kitchen (sink & refrigerator)	\$25	\$25	No charge

Sales tax is not included in the above noted fees and will be calculated as appropriate.

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1. The Multi-Purpose Meeting Room is 1,770 square footage, occupancy 100 people.
 - Large room accommodates 100 people in chairs for seminars, book reviews, lectures, etc.
 - ½ room accommodates 50 people in chairs for book reviews, seminars, or lectures, etc.
 - Accommodations can be made for 24 people in classroom type setting at small seminar tables.
2. Equipment includes – 100 chairs, 12 narrow seminar tables, 4 – 8' tables, lectern, white board, easel, projection screen, tv with dvd/vcr (additional fee), microphone (additional fee), digital projector (additional fee), kitchen (additional fee)
3. A deposit of 50% is required at the time of contract execution. The balance of the payment is due no later than 14 days prior to the date of the event. If the balance is not received within the time frame established, the City reserves the right to cancel the rental. All deposits are non-refundable.
4. Food and drink are permitted in the Multi-Purpose Meeting Room.
5. Reservations – room may be reserved 60 days in advance.
6. The Multi-Purpose Meeting Room is open during regular Library hours only. Groups renting the room are requested to leave the room by the time of Library closing.
 - Monday, Tuesday, Wednesday & Thursday – 9 a.m. – 8 p.m.
 - Friday and Saturday – 9 a.m. – 5:30 p.m.
 - Sunday & Holidays – closed
7. Additional General Rental Conditions can be found on the Facility Use Application.
8. Please contact Pat Wike, Building Manager at 863-291-5880 or pwike@mywinterhaven.com for additional information.

Seating Arrangements

Theatre – 100 people can be accommodated

Classroom – 24 people can be accommodated

U-Shaped – 40 people can be accommodated

Board Room – 20 people can be accommodated

October 1, 2009