

Cobb County Public Library System
Multipurpose Room Fee Policy

Approved February 28, 2011, Revised May 23, 2011

The Central, Mountain View Regional, South Cobb Regional, West Cobb Regional, and East Cobb libraries' meeting rooms are available from 10 a.m.- 8 p.m. Monday through Wednesday and 11 a.m. – 6 p.m. Thursday-Saturday. The fee of \$100.00 is applied to any meeting going one hour or any portion of the hour beyond the library's normal closing hour for that day. The fee must be paid at the time of reservation. An additional fee of \$100.00 will be charged for any portion of the hour a meeting goes beyond the pre-arranged one-hour after closing extension.

A full refund will be given, if the reservation is canceled one week (7 business days) before the day of meeting or if cancelled by the library. If the Library is unable to permit the use of the room as reserved for operational or other reasons, every effort will be made to provide alternate reservations acceptable to the group. If the alternate is not acceptable, a full refund will be given.

Meetings and events that are sponsored by the library or organizations that support the mission and goals of the library or are sponsored by the County, Federal or State agencies are exempt from meeting room fees.

All groups must adhere to the policies of the library.

Guidelines for After Hour Meetings:

- Meeting room must be left in the condition in which it was found. It is the responsibility of the group to clean, and take down and store any tables and/or chairs used.
- The group must vacate the meeting room by the pre-arranged one-hour after closing extension or be charged an additional fee.
- The group will be notified 15 minutes prior to the pre-arranged closing time.
- The group is responsible for the behavior of those in attendance.

Approved: Library Board of Trustees
May 23, 2011