

Vancouver Community Library - Room Use Information		Columbia Room	Klickitat Room	Skamania Room
Hourly Rental Rates		Hourly Rates		
	<i>Time must include set-up, tear-down and clean-up</i>			
Government	Public entities/elected officials/neighborhood assn.	\$0	\$0	\$0
Non-profit org / clubs / informal groups	Open to public and no admission or donation	\$30	\$0	\$0
Non-profit org / clubs / informal groups	Closed to public and/or admission or donation	\$50	\$20	\$20
For-profit org / private individuals / fundraiser	Open to public and no admission or donation	\$80	\$30	\$30
For-profit org / private individuals / fundraiser	Closed to public and/or admission or donation	\$120	\$40	\$40
First Come / First Served	Reserve same day only	N/A	\$0	\$0
Add for before and/or after library open hours	Columbia Room and Atrium area only	\$30	N/A	N/A
Additional Fees		One Time Fees		
Payment	Due no later than 15 days before event	X	X	X
Advance reservations required	No standing our recurring reservations/one reservation at a time	X	X	X
Responsible party / Designated member	Must be present for duration of event	X	X	X
Open Hours & Access Hours	M-Th 9am-8pm F-Su 10am-6pm / No Library holiday access	6:30am-11pm	Open hrs	Open hrs
Recommended Occupancy		120	30	20
Room Square Footage		2005	579	449
Room Dimensions		48' x 42'	20' x 29'	20' x 22'
Amenities				
Atrium area	For use before and/or after library open hours	X	N/A	N/A
Catering prep kitchen	Refrig/sink/microwave/dishwasher/counters/pantry/ice machine	X	N/A	N/A
Sink(s)		4	N/A	N/A
Countertop		5 ft	6 ft	2 ft
Tables		36 (72"x30")	6 (60"x30")	6 (60"x30")
Chairs		120	28	20
White Board		N/A	1 (72"x72")	1 (72"x72")
Projector & Screen		X	X	X
DVD / Blu Ray / CD player		X	X	X
Sound System		X	N/A	N/A
Microphones		X	N/A	N/A
Food & Beverage	Approved caterer or certified kitchen (Costco, Fred Meyer, etc)	X	X	X
Alcoholic Beverages (Columbia Rm after hours only)	Requires pre-approval/beer & wine only/appropriate license required	X	N/A	N/A
Music	Must be contained within room unless approved for Atrium use	X	N/A	N/A
Decorations	Nothing attached to walls & ceilings / no balloons/ no open flame	X	X	X
Set-up & Tear down	Rental group responsibility	X	X	X
Clean-up & Garbage removal	Spaces must be returned to pre-event condition	X	X	X
Staffing	Library staff person will be on-site during event	X	X	X
				Updated 7/11/18