

Vancouver Community Library - Room Use Information		Columbia Room	Klickitat Room	Skamania Room
<b>Hourly Rental Rates</b>	<i>Time must include set-up, tear-down and clean-up</i>	<b>Hourly Rates</b>		
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
<b>Additional Requirements</b>				
<b>Payment</b>	Due no later than 2 days before event	X	X	X
<b>Advance reservations required</b>	No standing our recurring reservations/one reservation at a time	X	X	X
<b>Responsible party / Designated member</b>	Must be present for duration of event	X	X	X
<b>Food &amp; Beverage</b>	Approved caterer or certified kitchen (Costco, Fred Meyer, etc)	X	X	X
<b>Alcoholic Beverages</b> (after hours only)	Requires pre-approval/beer & wine only/appropriate license required	X	N/A	N/A
<b>Music</b>	Must be contained within room unless approved for Atrium use	X	N/A	N/A
<b>Decorations</b>	Nothing attached to walls & ceilings / no balloons/ no open flame	X	X	X
<b>Set-up &amp; Tear down</b>	Rental group responsibility	X	X	X
<b>Clean-up &amp; Garbage removal</b>	Spaces must be returned to pre-event condition	X	X	X
<b>Staffing</b>	Library staff person will be on-site during event	X	X	X
<b>Room Details</b>				
<b>Open Hours &amp; Access Hours</b>	M-Th 9am-8pm F-Su 10am-6pm / No Library holiday access	6:30am-11pm	Open hrs	Open hrs
<b>Recommended Occupancy</b>		120	30	20
<b>Room Square Footage</b>		2005	579	449
<b>Room Dimensions</b>		48' x 42'	20' x 29'	20' x 22'
<b>Amenities</b>				
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