LARCHMONT PUBLIC LIBRARY
FACILITIES USE FEE SCHEDULE

Effective 10/1/2017

Room Rental Fees

Space	Capacity	Group 1 (per hour)	Group 2 (per hour)	Group 3 (per hour)
Village Center*	Seated (with tables): 110 Standing: 330	N/C	$65.00	$130.00
Michael P. Coords Activity Room	Seated (with tables): 33 Standing: 100	N/C	$25.00	$50.00

In the event that two groups request use of the Village Center for the same date/time, it may be possible to partition the space and charge users a discounted rate. The Library will only consider partitioning the space if there is a conflict. (Seated capacity for the partitioned spaces is 80/21.)

Discounts may be given to users renting the facilities a minimum of 5 times per season.

Custodial Fees

In addition to the room rental fees, there may be fees for a custodian. A custodian must be on duty during any hours when facilities are being used by outside organizations. If a custodian is not available, the space cannot be used by outside organizations. Rates are based on the average hourly salaries for custodial staff plus applicable payroll taxes and benefits.

Custodial fees, at either overtime or Sunday/holiday rates, are charged to users in the following cases:

1. The library is open, but no custodian is scheduled to work.
2. The library is closed.

	Custodial Fee per Hour
Overtime hours (1.5x regular rate)	$40
Sundays and Holidays (2x regular rate)	$55

Fees will be reviewed annually, and adjusted in line with increases in salaries and operating costs.

Cancellations

Users that cancel within one week prior to use will be charged a cancellation fee, for all cancelled uses, equal to 25% of the room rental fee.