APPLETON PUBLIC LIBRARY

APPLETON PUBLIC LIBRARY EVENT RENTAL FEE SCHEDULE:

Mary Beth Nienhaus Community Meeting Room & Community First Credit Union Welcome Hall

Rental	HOURLY RATE Minimum 2 Hours	HOURLY RATE Outside of Operating Hours	Capacity*
Divided Room (1 of 3) with corresponding area of Welcome Hall	$50 per hour	$150 per hour	Max Capacity 100
Divided Room (2 of 3) with corresponding area of Welcome Hall	$75 per hour	$175 per hour	Max Capacity 200
Full Room	$100 per hour	$200 per hour	Max Capacity 300

- Event rentals must comply with the Space Use Policy and the Meeting Room Rental Agreement.
- Nonprofit/Government Rate is a 25% discount during library hours.
- No Nonprofit/Government Rate discount for hourly rate outside of operating hours.
- Minimum length of rental – 2 hours.
- Bookings must be in hour increments and must include meeting set up, prep and cleanup.
- Library provides basic set up, such as access to AV equipment and arrangement of tables and chairs, etc.
- Group is responsible for scheduling AV training in advance.
- Reservations are not confirmed until both full payment and the signed agreement are received. Renters have seven (7) days from the receipt of the Meeting Room Rental Agreement to submit payment by:
  - Mailing a check to:
    Appleton Public Library, ATTN: MEETING ROOM RESERVATIONS
    200 N. Appleton Street, Appleton, WI 54911, or
  - Bringing cash or a check in person to Library Administration.
- CANCELLATION/REFUND POLICY - A 20% cancellation fee applies to reservations canceled more than seven (7) days before the booking date. No refunds are given for cancellations made within seven (7) days of the booking.
- The library reserves the right to cancel and/or relocate any reservation if the reservation threatens library operations due to misrepresentation of information on application. In the event a reservation is cancelled by the library there shall be no fee.

Approved 1/2025; 3/2025, 7/2026