

**Hales Corners Library
Community Meeting Rooms**

| Types of Group | Fee | Meeting Room |
|--|---|--|
| <u>Class A: Exempt</u> <ul style="list-style-type: none"> - HC Library programs or programs in which the library is a sponsor, participant, or cooperating agency - Friends of the Hales Corners Library - Hunt Center tenants: HC Health Department, HC Historical Society - Village of Hales Corners government - Government: municipal, county, state, elected officials | No fee | Board Room Hunt Room |
| <u>Class B: Nonprofit groups/organizations</u> <ul style="list-style-type: none"> - Nonprofit groups - Charitable/service organizations - Proof of nonprofit status (e.g. 501 (c)(3)) may be required | \$50 annual fee For a 12-month time period: such as September through August | Board Room Hunt Room |
| <u>Class C: Businesses/for-profit groups/activities – Hales Corners</u> <ul style="list-style-type: none"> - Businesses located in Hales Corners - Groups located in Hales Corners - Recruitment for public/private schools - Proof of Hales Corners residency may be required | \$15 an hour (or portion of an hour) Maximum \$120 for one day ----- \$30 an hour (or portion of an hour) Maximum \$240 for one day | Board Room ----- Hunt Room |
| <u>Class D: Residents – Hales Corners</u> <ul style="list-style-type: none"> - Personal or family purposes such as anniversaries, showers, graduation, retirement and other type of private party - Proof of Hales Corners residency may be required | \$15 an hour (or portion of an hour) Maximum \$120 for one day ----- \$30 an hour (or portion of an hour) Maximum \$240 for one day | Board Room ----- Hunt Room |
| <u>Class E: Businesses/for-profit groups/activities – outside Hales Corners</u> <ul style="list-style-type: none"> - Businesses located outside of Hales Corners - Groups located outside of Hales Corners - Recruitment for public/private schools | \$25 an hour (or portion of an hour) Maximum \$200 for one day ----- \$40 an hour (or portion of an hour) Maximum \$320 for one day | Board Room ----- Hunt Room |
| <u>Class F: Residents – Outside of Hales Corners</u> <ul style="list-style-type: none"> - Personal or family purposes such as anniversaries, showers, graduation, retirement and other type of private party | \$25 an hour (or portion of an hour) maximum \$200 for one day ----- \$40 an hour (or portion of an hour) Maximum \$320 for one day | Board Room ----- Hunt Room |
| <u>Audiovisual System:</u> Use of audiovisual system | \$100 – security deposit (refundable) | Hunt Room |
| <u>Cancellations:</u> <ul style="list-style-type: none"> - Cancellations received by Library Director at least two weeks (14 days) before scheduled meeting: Refund shall be room use fee, less 20% administrative fee. - Cancellations received with less than two weeks (14 days) notice shall result in loss of room use fee. | 20% administrative fee | Hunt Room Board Room |