

Case Memorial Library
176 Tyler City Rd.
Orange, CT 06477
Phone: 203-891-2170
Fax: 203-891-2170
Email: rooms@casememoriallibrary.org

MEETING ROOM FEE SCHEDULE

For-Profit Fee Schedule

	Fee (4 hours)	Each Additional Hour
Meeting Room	\$150	\$50
Conference Room	\$100	\$25

For Profit:

For-profit organizations will be charged a non-refundable fee of \$150 for use of the Meeting Room and \$100 for use of the Conference Room, up to four hours. For each additional hour or part thereof, a fee of \$50 will be charged for the Meeting Room and \$25 for the Conference Room. Fees are due and payable when the application is filed. There will be a \$25 fee for checks returned due to insufficient funds.

Non-Profit:

There is no fee for use of the rooms by any non-profit organization. In order to use the meeting rooms without charge, the organization must provide proof of current tax-exempt status. Organizations who cannot provide proof of current tax-exempt status may be approved as a non-profit organization on a case-by-case basis.

- There shall be no admission charge to any meeting or event.
- No sales may be conducted on library premises except at library-sponsored events.
- Gambling in any form, including the sale of raffle tickets, is prohibited.