

TYPES OF MEETINGS & FEE SCHEDULE

The Stillwater Public Library is foremost a public library. The library encourages public use of the library's facilities within the policies established by the Board of Trustees.

Meeting rooms are available for groups to come together to learn and exchange information and ideas. The library makes meeting rooms available to the public regardless of the beliefs or affiliation of the individuals or groups requesting their use. The fees that are charged are used to cover the costs of providing the facilities and to support the operations of the library.

Meeting Rooms

The Stillwater Public Library facilities available for meeting rental include Margaret Rivers Room A and/or B, the Conference Room and the Serving Kitchen. Meeting rooms are intended for groups of three or more and are not intended for individual use, study or one-on-one discussions.

Booking Fee

A \$5 non-refundable booking fee is charged to all groups when making reservations to hold the meeting dates and times.

Types of Meetings & Rates

Meeting room rentals are available free of charge during library hours to non-profit organizations, government agencies and community groups. If a question arises on a group's non-profit status, the Library may request a copy of the group's 501c3 form. The meeting must not charge a fee for entrance and should not involve sales or donations. Examples of meetings without a room fee:

- Governmental or Non-Profit Agency Meetings
- Public Information Sessions
- Debates/Political Rallies
- Club Meetings

For profit organizations are charged a room fee ranging from \$30-\$60/hr. These fees are also charged to non-profit organizations if there is an entrance cost or if a meeting involves sales or donations. Examples of meetings with a room fee:

- Classes/Private Lessons/Tutoring
- Depositions
- Sales Pitches
- Fundraising Events

Room Set Up

Each meeting space has a standard arrangement for seating. If a custom room configuration is requested, a \$25 set up fee is applied.

Food & Drink

If you wish to serve refreshments at a meeting, refreshments must be packaged and non-perishable or purchased through a licensed caterer. No homemade food or drinks or small electric appliances may be brought into the library for a meeting. For a list of caterers, please see Catering Lists and Guidelines on library’s website.

Fee Schedule

ROOM	BOOKING FEE	ROOM RATES			SET UP FEES
		Nonprofit Organizations, Government & Informal Community Groups		For Profit Organizations and Private Groups	
		Library Open	Library Closed	All Times	
Conference Room	\$5 (non-refundable)	\$0/hour	\$25/hour	\$30/hour	Standard Set Up – Board/Rectangle (Min Cap 3, Max Cap 12): \$0
Margaret Rivers A		\$0/hour	\$25/hour	\$30/hour	Standard Set Up – Board/Rectangle (Min Cap 3; Max Cap 20): \$0 Custom Set Up: \$25/hr with 1 hr. minimum
Margaret Rivers B		\$0/hour	\$25/hour	\$30/hour	Standard Set Up – Theatre Style (Min Cap 3, Max Cap 60): \$0 Custom Set Up: \$25/hr with 1 hr. minimum
Margaret Rivers A&B		\$0/hour	\$35/hour	\$60/hour	Standard Set Up – Theatre Style (Min Cap 3, Max Cap 120): \$0 Custom Set Up: \$25/hr with 1 hr. minimum
Serving Kitchen		\$35/hour	\$35/hour	\$35/hour	N/A

Library Hours: Monday – Thursday: 10 am – 8 pm; Friday & Saturday: 10 am – 5 pm; Sundays (Sept 13, 2015 – May 22, 2016): 1 pm – 5 pm

Room Size, Amenities & Capacities:

Room	Length	Width	Total Sq. Ft.	Ceiling Ht	Amenities	Common Room Configurations / Number of Persons				
						Board Room	Theatre	Classroom	Horseshoe	Square
Conference Room	22' 2"	12'	266	12'	<ul style="list-style-type: none"> ✓ Built-In White Board ✓ Wi-Fi 	12	-	-	-	-
Margaret Rivers A	26' 0"	18' 6"	496	10' 6"	<ul style="list-style-type: none"> ✓ Wi-Fi 	20	30	16	18	-
Margaret Rivers B	29' 11"	27' 1"	810	10' 6"	<ul style="list-style-type: none"> ✓ Projection System * ✓ Wi-Fi 	20	60	40	30-40	20
Margaret Rivers A&B	48'	27' 1"	1300	10' 6"	<ul style="list-style-type: none"> ✓ Projection System * ✓ Wi-Fi 	46	120	66	70	20
Johnson Terrace	119' 3"	79' 11"	9530	-	<ul style="list-style-type: none"> ✓ Located Outside ✓ Wi-Fi 	Please contact Meeting Coordinator for more information.				
Serving Kitchen	20'	12' 4"	246	9' 2"	<ul style="list-style-type: none"> ✓ Warming Oven ✓ Ice Maker ✓ Refrigerator ✓ Wi-Fi 	Please see catering guidelines.				



Conference Room



Margaret Rivers A



Stillwater Public Library

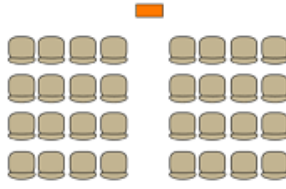
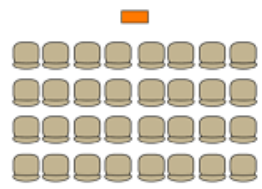

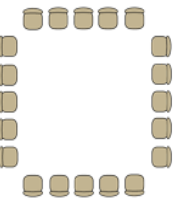
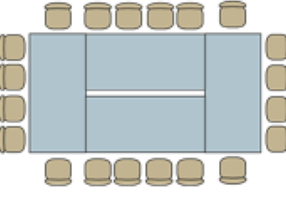
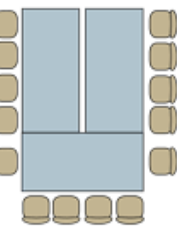
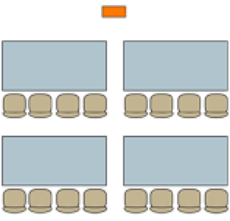
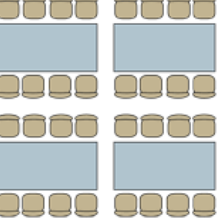
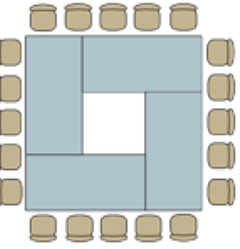


Margaret Rivers B



Johnson Terrace

Room Configuration Options:

<p>Auditorium/Theatre Style (Chairs Only)</p> <ul style="list-style-type: none"> • Margaret Rivers A • Margaret Rivers B • Margaret Rivers A&B 	 <p>Setup A - Aisle</p>	 <p>Setup B - No Aisle</p>	 <p>Setup C - Semicircle</p>	 <p>Setup D - Empty Square</p>
<p>Tables & Chairs</p> <ul style="list-style-type: none"> • Margaret Rivers A • Margaret Rivers B • Margaret Rivers A&B 	 <p>Setup E - Board/Rectangle</p>	 <p>Setup F - Horseshoe</p>	 <p>Setup G - Classroom</p>	 <p>Setup H - Workshop</p>
<p>Tables & Chairs</p> <ul style="list-style-type: none"> • Margaret Rivers B • Margaret Rivers A&B 	 <p>Setup I - Hollow Square</p>			

Only library tables and chairs may be used in the meeting rooms. No chairs, tables or furniture items may be brought into the meeting rooms from home or rental companies. Furniture from the gallery area and the terrace may not be brought into the meeting rooms.

*A ceiling-mounted projection system and microphones are available for use with the rental of Margaret Rivers B or Margaret Rivers A&B. Presenters bring their own laptops to plug into the projection system and run the presentation. A VGA port on the laptop is needed to connect to the system. Library support and assistance with technology and/or audio set-up is limited.

Reservations or Questions:

To reserve a meeting room space or for more meeting room information, please contact Keri Goeltl, Stillwater Public Library's Meeting Coordinator, at 651.275.4338 x117 or at kgoeltl@ci.stillwater.mn.us. Reservations may be made up to 4 months in advance.