

STILLWATER

PUBLIC LIBRARY

MEETING ROOMS: FEE SCHEDULE, ROOM CONFIGURATION AND EQUIPMENT

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 and the Conference Room. Meeting rooms are intended for groups of three or more and are not intended for individual use, study or one-on-one discussions.

Fee Schedule

ROOM	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	\$0/hour	\$30/hour	\$30/hour	Standard Set Up: Board (Capacity: 3-12)
Margaret Rivers A	\$0/hour	\$30/hour	\$30/hour	Standard Set Up: Rectangle (Capacity: 3-20)
Margaret Rivers B	\$0/hour	\$30/hour	\$30/hour	Standard Set Ups: Theatre Style (Capacity 3-60) Rectangle (Capacity 3-40) Classroom (Capacity 3-40) Custom Set Up: \$25
Margaret Rivers A&B	\$0/hour	\$60/hour	\$60/hour	Standard Set Ups: Theatre Style (Capacity 3-100) Rectangle (Capacity 3-40) Classroom (Capacity 3-70) Custom Set Up: \$25

Library Hours: Monday–Thursday: 10 AM–8 PM; Friday & Saturday: 10 AM–5 PM; Sundays: 1–5 PM (closed Sundays Memorial Day weekend through Labor Day weekend); See website for holiday closures.



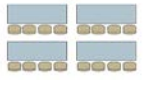
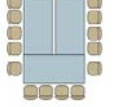
Library Closed Rate Exemption

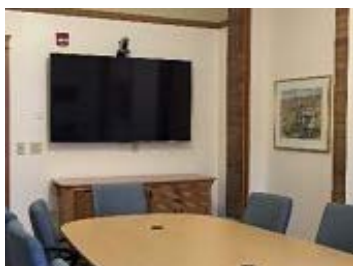
The Library Closed rate does not apply to meetings of the City of Stillwater, Stillwater Public Library Foundation, or Friends of the Stillwater Public Library.

No Show Fee

A \$40.00 no-show fee will be charged unless a cancellation has been verified the business day prior to the reserved date. Any outstanding no-show fees must be paid before a new reservation is made.

Room Size, Amenities & Capacities

Room	Length	Width	Total Sq. Ft.	Ceiling Ht	Amenities	Common Room Configurations / Number of Persons			
						Board Room	Theatre	Classroom	Horseshoe
Conference Room	22' 2"	12'	266	12'	<ul style="list-style-type: none"> ✓ Built-In White Board ✓ Wi-Fi ✓ Projection ✓ Audio/Video Conferencing ✓ Hearing Loops 				
Margaret Rivers A	26' 10"	18' 6"	496	10' 6"	<ul style="list-style-type: none"> ✓ Wi-Fi ✓ Hearing Loops 	20	-	-	-
Margaret Rivers B	29' 11"	27' 1"	810	10' 6"	<ul style="list-style-type: none"> ✓ Wi-Fi ✓ Projection ✓ Hearing Loops ✓ Microphones 	20	60	40	30-40
Margaret Rivers A&B	48'	27' 1"	1300	10' 6"	<ul style="list-style-type: none"> ✓ Wi-Fi ✓ Projection ✓ Hearing Loops ✓ Microphones 	40	100	70	40
Johnson Terrace	119' 3"	79' 11"	9530	-	✓ Located Outside	Please contact One23 Events for more information at one23events.com/the-terrace.html .			
Serving Kitchen	20'	12' 4"	246	9' 2"	<ul style="list-style-type: none"> ✓ Warming Oven ✓ Ice Maker ✓ Refrigerator 	Available for special events use when renting the terrace.			



Conference Room



Margaret Rivers A



Stillwater Public Library



Margaret Rivers B

A/V Equipment Details

Projection:

The Conference Room comes equipped with a flat screen television projection system. ClickShare, a wireless presentation system, allows meeting participants to easily share content from their laptops to the large screen. ClickShare connects through a USB port on the user's laptop.

Margaret Rivers B and Margaret Rivers A&B comes equipped with a ceiling-mounted projection system. Presenters typically 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 projection system. A library laptop is also available for requested use if the presenter does not have a compatible laptop.

Projection equipment is not available in Margaret Rivers A.

Audio/Video Conferencing:

The Conference Room is equipped with a tabletop conference phone and a mounted camera system for audio and video conferencing. If participants would like to use system, advance notice must be provided.

Hearing Loops:

The Conference Room and Margaret Rivers Rooms are equipped with hearing loop technology, which transmits amplified, clear, customized sound directly to telecoil (t-coil) enabled hearing aids and cochlear implants.

Reservations or Questions:

To reserve a meeting room space, go to <https://washcolib.libcal.com/reserve/StillwaterPublicLibrary>. Reservations may be made up to 120 days in advance.

For questions, please contact Renee Powers, Stillwater Public Library's meeting coordinator, at 651.430.8754 or at rpowers@ci.stillwater.mn.us.