

## ***Facilities Rates and Capacities***

**Rates:** Rates are based upon three factors – the type of group requesting meeting space, the hours the space is reserved for, and which meeting space is being reserved. The full hourly rate is charged for portions of hours that the room is used.

Type: Partner, Non-Profit, For-Profit, Business Donor, or Government Agency (Note: Non-Profits running an event for profit (i.e. University classes) will be charged the For-Profit rate). **Note: No private parties (i.e. wedding receptions, birthday parties, etc.) will be allowed)**

Hours: Meeting rooms available hourly during library open hours; Rines Auditorium and Lewis Gallery are available minimum of 4 hour time blocks. After-hours access is available upon approval by Security Staff.

Space: Rines Auditorium, Meeting Rooms, Lewis Gallery, Atrium or Full Facility.

	<b>Rines Auditorium (4 Hour Min)</b>	<b>Rines Auditorium Full Day</b>	<b>MR 5</b>	<b>MR 1-4</b>	<b>Lewis Gal.</b>	<b>Atrium</b>
<b>Non-Profit</b>	\$200 for 4 hours	\$400 for 8 hours plus \$50 for each additional hour	\$35/Hour	\$25/Hour	Call for rate	Call for rate
<b>For-Profit</b>	\$300 for 4 hours	\$600 for 8 hours plus \$75 for each additional hour	\$55/Hour	\$40/Hour	Call for rate	Call for rate
<b>After-Hours surcharge</b>	\$25 per hour per room					

**Note:** After-hours rates require security surcharge of \$25/hr.; Partners & Govt. groups require both a \$25/hr. security surcharge and a \$25/hr. maintenance surcharge. A/V set up for LCD Projector requires an additional \$50 set-up fee (plus \$25/hr. if Portland Public Library staff needs to stay for the event to assist). (Rates effective May 25, 2011 through June 30, 2011)

**Note:** Groups may rent tables from event vendors if they require large or small rounds or other type of table not available to us. The delivery and pick-up of tables must be coordinated with our facilities manager prior to the date of the event. The Library is not responsible for set-up or take-down of equipment rented from offsite vendors or caterers. Alcohol (Beer/Wine/Champagne) is allowed as long as served by an approved caterer with the proper insurance and licenses.

**Please Note: These capacities are the maximum allowed in the spaces.**

<b>Name of Room</b>	<b>SRO</b>	<b>Lecture</b>	<b>Class- room</b>	<b>Board Room</b>	<b>Banquet</b>
Rines Auditorium	200	165	60**	50	60 - 80
Meeting Room 5	40	30	20	20	-
Meeting Room 4	30	20	15	16	-
Meeting Room 3	30	24	18	16	-
Meeting Room 2	20	10	10	10	-
Meeting Room 1	20	10	10	10	-
Atrium	80	40	-	-	40
Lewis Gallery	70	60	-	-	-
Full Facility	500	300	100	100	100

\*\* Note: This is dependent upon availability of tables from other rooms. Classroom set-up is not always available.

PLEASE SEE OUR FACILITIES USE AGREEMENT FORM FOR SPECIFIC USE POLICIES.