



To check availability on a date/time, please call 207-871-1700 x755 or email: reservations@portlandpubliclibrary.org

To make a room reservation, please visit: portlandpubliclibrary.civicspace.us/home

SPACES	Rines Auditorium (4 Hour Min)	Meeting Room 5	Meeting Rooms 2-4	Lewis Gallery (OFF HOURS ONLY)	Atrium (OFF HOURS ONLY)
Non-Profit	\$200 /4 hours min (\$50 per add'l hour)	\$35/Hour	\$25/Hour	\$50/Hour + Off Hours Fee	\$50/Hour + Off Hours Fee
For-Profit	\$300/4 hours (\$75 per add'l hour)	\$55/Hour	\$40/Hour	\$75/Hour + Off Hours Fee	\$75/Hour + Off Hours Fee
Partner / Government Agency	\$25 per session + Off Hours fee if applicable	No charge	No charge	\$25 per session + Off Hours Fee	\$25 per session + Off Hours Fee
Off Hours surcharge	\$35 per hour before opening \$45 per hour after close				

Rate Type: Non-Profit, For-Profit, Partner, or Government Agency

Note: Those receiving the Non-Profit rate who are running events for a profit (i.e. attendees have purchased a ticket) will be charged the For-Profit rate.

Hours: Meeting rooms available hourly during library open hours, off hours access is available upon approval by Security Staff. Rines Auditorium and Lewis Gallery are available in minimum of 4-hour time blocks. Full hourly rate is charged for portions of hours that a room is used.

	Standing Room (no tables or chairs)	Lecture (Rows of chairs)	Classroom (Rows of tables w/chairs)	Board Room (Rectangle tables with chairs)	Banquet (Two tables together with chairs around)
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	-
Lewis Gallery	70	60	-	-	-

Room Reservation Notes:

- Space is not available for private parties such as birthdays or wedding receptions.
- Groups may rent event supplies from an outside vendor, but delivery/pick up must be coordinated with PPL Facilities Manager prior to event date. PPL is not responsible for set –up or take-down of equipment rented from offsite vendors.
- Alcohol (beer/wine/champagne) is allowed for closed/registration only events and may only be served by an approved caterer with the proper insurance and licenses.

Additional Fees:

- \$25/hr if PPL Staff need to stay for the entire event to assist with A/V
- Clean up fee if room is not left as it was upon entry; to be assessed after rental is complete.
- Hourly rate will be added to renters who remain in the space longer than their reservation.