

***BUENA PARK LIBRARY DISTRICT  
MEETING ROOM FEE SCHEDULE***

**Please note: there is a two-hour minimum rental for each meeting area**

**Library sponsored and Library co-sponsored events:**

No charge

**Nonprofit organizations:**

Small meeting room, \$25.00 per hour

Community Room, \$35.00 per hour

Boardroom, \$30.00 per hour

Set-up (optional), small meeting room, \$10.00

Set-up (optional), Boardroom, \$15.00

Set-up (optional), Community Room, \$25.00

Library staff in attendance (optional), \$25.00 per hour, per staff member

Security deposit/cleaning fee (refundable), \$50.00

**Private groups or organizations:**

Small meeting room, \$45.00 per hour

Boardroom, \$65.00 per hour

Community Room, \$85.00 per hour

Set-up (optional), small meeting room, \$20.00

Set-up (optional), Boardroom, \$25.00

Set-up (optional), Community Room, \$35.00

Library staff in attendance (optional), \$25.00 per hour, per staff member

Security deposit/cleaning fee (refundable), \$50.00

Reservations for the Library Boardroom and Community Room are not accepted on an on-going, permanent basis.

***Fees are subject to periodic review by the Board of Trustees.***

In addition, the Buena Park Library District requires that all entities renting the meeting rooms submit a proof of liability insurance certificate naming the Buena Park Library District as additionally insured with a minimum limit of \$500,000. If needed, the names of two insurance brokers are listed below:

Municipality Insurance Services, Inc.

302 W. Cerritos Avenue, Bldg 7

Anaheim, CA 92805-6550

714-687-1100 or 800-420-0555

[www.2sparta.com](http://www.2sparta.com)

Diversified Risk Insurance Brokers

1335 Stanford Avenue, Suite 100

Emerville, CA 94608

Telephone (510) 547-3203 (Mary)

[www.eventinsure.com](http://www.eventinsure.com)