

## Meeting Room Pricing and Policy

### Individual Study Rooms (4 Available):

- Available for 1-2 people
- Free, no reservations, available during regular library hours on first come, first served basis

### Group Study Rooms (2 Available):

- Available for 2-10 people
- Free for first come, first served use
- Reservations available for \$10/hour, 4 hour maximum
- Reservations not required but can be made at least 24 hours in advance via the online reservation system.
- Use within 24 hours is only available on a first come, first served basis.
- Reservations only available during regular library hours.

### Meeting Rooms (2 Available)

- Available for 1 - 84 people
- Library, Friends of OPL, and Municipal use: Free and bookable up to 1 year in advance
- Reservations must be made at least 72 hours in advance
- Reservations must be paid for within 5 days
- Free and open to the public meetings or events:
  - Free use 1 time per quarter (Nov – Jan, Feb – Apr, May – Jul, Aug – Oct)
    - Additional use available at private meeting rate
    - All political and religious meetings must reserve at the private meeting rate
  - If free and open meeting extends beyond Library hours, after-hours use charge of \$150.00 applies.
  - These meetings are NOT library-sponsored events and will not be advertised. For partnership inquiries, please email [library@opelika-al.gov](mailto:library@opelika-al.gov)
- Private Meetings:
  - \$25/hour (outside of business hours use requires an additional fee)
- Outside of Business Hours use requires an additional fee of \$150.00
- Cleaning Fee if not left in satisfactory condition: \$125 will be billed to booking party
- Damages Fee: repair or replacement cost due to damages will be billed to booking party
- No Sunday reservations

### Auditorium (1 Available)

- Available 25 – 389 people
- Library, Friends of OPL, and Municipal use: Free and bookable up to 1 year in advance
- Reservations must be made at least 72 hours in advance
- Reservations must be paid for within 5 days
- Free and open to the public meetings or events:
  - Free use 1 time each calendar year
    - Additional use available at private meeting rate
    - All political and religious meetings must reserve at the private meeting rate
  - If free and open meeting extends beyond Library hours, after-hours use charge of \$150.00 applies.
  - These meetings are NOT library-sponsored events and will not be advertised. For partnership inquiries, please email [library@opelika-al.gov](mailto:library@opelika-al.gov)
- Business/For-profit/Private Meetings:

- \$75/hour with 4 hour minimum
- Outside of Business Hours use requires an additional fee of \$150.00
- Cleaning Fee if not left in satisfactory condition: \$250.00 will be billed to booking party
- Damages Fee: repair or replacement cost due to damages will be billed to booking party
- No Sunday reservations

**Pavilion (1 available)**

- All uses:
  - Half Pavilion (4 tables): \$25/hour
    - Cleaning Fee if not left in satisfactory condition: \$125
    - Damages Fee: repair or replacement cost due to damages will be billed to booking party
  - Whole pavilion (8 tables): \$50/hour
    - Cleaning Fee if not left in satisfactory condition: \$250
    - Damages Fee: repair or replacement cost due to damages will be billed to booking party
  - Sunday and after-hours use only on first come, first served basis. The Pavilion and Library Grounds usable from Dawn to Dusk.

	Capacity	Cost / hour	Minimum use hours	Maximum use hours	Applicable after hours use fee	Cleaning Fee if not left in satisfactory condition
<b>Individual Study Room</b>	1-2	Not reservable	No minimum	No maximum	After hours use not permitted	N/A
<b>Group Study Room</b>	2-10	\$10	30 minutes	4 Hours	After hours use not permitted	N/A
<b>Meeting Rooms</b>	1-84	\$25	1 Hour	No maximum	\$150.00	\$125.00
<b>Auditorium</b>	25-389	\$75	4 Hours	No maximum	\$150.00	\$250.00
<b>Pavilion</b>	No minimum or maximum	\$25/half \$50/whole	1 Hour	No maximum	After hours available first come, first served	\$125/half \$250/whole

## Policies

- Booking for Library, Friends of the Library, and Municipal use is available up to 1 year in advance on a rolling basis.
- All other booking opens 3 months at a time on a rolling basis.
- Reservations for the Group Study Room must be made at least 24 hours in advance.
- Reservations for the Meeting Rooms and Auditorium must be made at least 72 hours in advance.
- Reservations will be held for 5 days in a Payment Pending status. Reservations not paid for within the 5-day window will be automatically canceled.
- Sunday bookings only available to the following entities for official events: Opelika Public Library, Friends of Opelika Public Library, and City of Opelika.
- All political and religious meetings must reserve at the Private Meeting Rate.
- Bookings for any entity that is not affiliated with the Opelika Public Library, Friends of the Library, or the City of Opelika [i.e. individual person, group, entity, non-profit group, educational group, civic club, or entity not otherwise delineated here] are limited to 12 uses (open or private) per calendar year January – December.
- A/V connections are available in the Group Study Rooms, Meeting Room A, Meeting Room B, and the Cooper Room. Persons wishing to use the A/V system must coordinate with the Digital Services Specialist for training.
- Please leave meeting rooms as they are found. If the furniture is rearranged, it should be returned to the original arrangement at the end of the meeting.
- Nothing may be taped, tacked, stapled, or mounted in any way to any meeting room wall.
- During library hours, noise levels from meeting rooms must not disturb library patrons or staff.
- Children must be supervised at all times.
- Smoking, alcoholic beverages, open flames, burning incense, and lit candles are not allowed anywhere on library property.
- The number of tables and chairs you requested at the reservation will be in the room when you arrive folded up and/or on racks. Responsible party must set them up and break them down. Opelika Public Library does not set up tables and chairs for private or public reservations.
- Personal furniture, equipment, and/or professional decorating services must be set up/assembled and disassembled within the reserved room time. Include all time needed in reservation. Early or late use for set up or take down will not be permitted.
- Equipment, supplies, or personal effects cannot be stored or left in Library meeting rooms before or after use.
- Attendance at meetings will be limited to the capacity of the individual meeting rooms as listed in the room.
- Seating and/or supplementary furniture are not allowed in corridors outside the meeting rooms.
- All trash resulting from the reservation must be removed by the organization and placed in the receptacle on the North side of the building.
- The individual making the reservation, as well as the group, will be held responsible for any and all damages that may occur as a result of the use of the facilities.
- Granting permission to use library facilities does not constitute endorsement by the Opelika Public Library, its staff, the Library Board, or the City of Opelika. No advertisement or announcement implying such endorsement will be permitted.
- Permission to use Library meeting rooms may be withheld from groups that have failed to comply with the Meeting Room Policy and from any group that damages the room, carpet, equipment, or furniture, or causes a disturbance.