

## **Room Rental Policies**

The Winter Park Library's meeting rooms are valuable assets to the community. To ensure optimum enjoyment of these facilities by all, everyone using them must adhere to the following policy and regulations.

- The Library Director and/or the Board of Trustees are authorized to deny permission to use Library rooms to any group that is disorderly or violates the regulations.
- Rental of the Library's facilities by a group or organization does not imply endorsement of the group or organization's purpose or philosophy. The use of the Winter Park Library in no way implies or suggests sponsorship or endorsement of this program by the Library.
- The organization shall not use or appear to use the name, logo, photo, etc., of the Winter Park Library as an endorsement.

### **Reservations**

Reservations may be made online or by contacting the Library at (407) 623-3300, ext. 5, or emailing [rooms@winterparklibrary.org](mailto:rooms@winterparklibrary.org). After a confirmed reservation, payment method must be arranged/confirmed prior to event. Failure to pay by the deadline that is mutually agreed upon and arranged by the Library and the renter will result in cancellation and the charge of additional fees.

NOTE: Arrangements for equipment and/or setup must be made in advance. This includes requests for equipment, number and placement of tables and number and configuration of chairs. The Library staff does not operate any equipment for groups. If you made your reservation online and need to make changes, contact [rooms@winterparklibrary.org](mailto:rooms@winterparklibrary.org) prior to your reservation.

### **Payment**

Payment can be made by credit card (form attached) or by check/cash before the time of the event. Payment must be made in full at minimum one week prior to reservation. Unpaid events will be subject to cancellation.

### **Deposit**

A security deposit of \$50 is required for the rental of all Library rooms for all non-Library sponsored events. If the room is left unclean or damaged, the deposit will be forfeited and the user will be responsible for any costs incurred above the deposit to return the room to its original state.

**Additional Fees**

- Overstay Fee: \$50.00  
*Applies when renters stay past reservation time.*
- Cancellation Fee: \$50.00  
*Applies when renter fails to notify the Library of cancellation at least two business days prior to the scheduled room rental date.*
- Damage Fee: \$50.00 (or the actual cost of cleaning or damage, whichever is higher, will be charged)  
*Applies when Library staff needs to clean a room after a meeting or damage of Library furniture or equipment occurs.*

**Food & Beverages**

- Light snacks, bagged lunches, and non-alcoholic beverages permitted.
- Catering must be approved by the Library. No chaffing dishes allowed.
- Alcoholic beverages are not permitted.

**Regulations**

- Handouts with a profit-making organization's name, logo or trademark (except for business cards) may be distributed in the rental room only. We do not allow activities intended for business solicitation, sales leads, or other commercial, for-profit, or revenue-generating purposes
- Smoking is not allowed on any part of Library property.
- The room must be left in a neat, clean, and orderly condition. If these conditions are not met, a Damage Fee of \$50 or the actual cost of cleaning or damage, whichever is higher, will be charged and notice will be given to the group. Organizations holding meetings assume responsibility for any damage to rooms, contents or equipment used and will be charged for any necessary repairs or replacement.
- The following disclaimer should be announced at the beginning of all meetings: "The use of this facility in no way implies or suggests sponsorship or endorsement of this program by the Winter Park Library."

## Room Rental Information

The Library has several rooms available for individuals or groups to book. During June and July, rooms are primarily reserved for our Summer Reading classes and events.

All available rooms will be discounted 25% to Winter Park non-profits. Verification of non-profit status is required.

For room set-up options and pictures, please visit <https://www.winterparklibrary.org/rent-room>.

For additional questions or information, email [rooms@winterparklibrary.org](mailto:rooms@winterparklibrary.org).

### Edyth Bush Theatre

The Edyth Bush Theatre (EBT) is our largest room. The maximum capacity is 90, depending on the room setup. Located on the first floor.

<i>Pricing</i>	<i>Hourly</i>	<i>Daily</i>
<i>Regular</i>	\$300	\$2,100

#### Room Setup Options for the Edyth Bush Theatre

Presentation style: capacity = 90

Classroom style: capacity = 24

Podium style on stage

Panel style on stage

Digital projector - \$50/use

Microphones - \$25/use.

### Murrah Community Room

The Murrah Community Room maximum capacity is 30, depending on the room setup. Includes whiteboard. Located on the second floor.

<i>Pricing</i>	<i>Hourly</i>	<i>Daily</i>
<i>Regular</i>	\$200	\$1,400

#### Room Setup Options for the Murrah Community Room

Theater style: capacity = 30

U-shape: capacity = 20

Boardroom style: capacity = 20

Classroom: capacity = 18

Digital projector - \$50/use

Microphones - \$25/use

### Collaboration Rooms

The Collaboration Rooms have two sizes. A smart screen allows for projection from your device. Includes whiteboard. All rooms are located on the second floor.

<i>Pricing</i>	<i>Hourly</i>	<i>Daily</i>	<i>Capacity</i>
<i>Collab 1 &amp; 2</i>	\$50	\$350	6
<i>Collab 3</i>	\$75	\$525	10

*Pricing and fees subject to change.*