

PLAINFIELD PUBLIC LIBRARY

Telephone: 908 / 757-1111 ext. 175

www.plfdpl.info

FAX: 908 / 754-0063

MEETING ROOM USAGE FEES

Anne Louise Davis Room

City and County Gov.	All times	FREE
Local non-profit	0-2 hours	FREE
Local non-profit	2-4 hours	\$50
Local non-profit	Over 4 hours	\$75
Local Private	Up to 4 hours	\$150
Local Private	Over 4 hours	\$250
Non-local	Up to 4 hours	\$250
Non-local	Over 4 hours	\$500

Room #2

Local non-profit	0-2 hours	FREE
Local non-profit	2- 4 hours	\$25
Local non-profit	Over 4 hours	\$50
Local Private	Up to 4 hours	\$50
Local Private	Over 4 hours	\$100
Non-local	Up to 4 hours	\$150
Non-local	Over 4 hours	\$250

Room #4

Local non-profit	0-4 hours	FREE
Local Private	0-2 hours	FREE
Local Private	2- 4 hours	\$25

Room 4 is for Local groups only.

Room #5

Local non-profit	0-2 hours	FREE
Local non-profit	2- 4 hours	\$25
Local non-profit	Over 4 hours	\$50
Local Private	Up to 4 hours	\$50
Local Private	Over 4 hours	\$100
Non-local	Up to 4 hours	\$150
Non-local	Over 4 hours	\$250

Computer Lab

Call 908-757-1111 x132 for information on fees and availability.

PLAINFIELD PUBLIC LIBRARY

Telephone: 908 / 757-1111 ext. 175

www.plfdpl.info

FAX: 908 / 754-0063

ADDITIONAL FEES

General

Day-Of Changes to Room Setup*	\$25
Custodial fee for after Library Closing	\$50/hr
Off-duty police security, 3 hour minimum	\$50/hr
Use of piano	\$50
On demand piano tuning	\$120

*Any changes to room setup on day of event will result in the organizer being billed 25 plus any additional applicable fees for Technology Use or Food Setup.

Technology Use

Podium with Microphone	FREE
Table mics OR Body mics	\$25 (1) \$50 (2+)
Digital Projector & Setup (ALD & Room 5)*	\$25
Portable Digital Projector (Room 2)	\$25
Tech Support (2 hour minimum)**	\$25/hr
Use of Library Laptop*^	\$25

* 2 hours of Tech Support are required when using the Library's Digital Projectors and/or Library Laptop.

**On weekdays after 5PM and Saturdays, Tech Support is required for full length of program being presented.

^By previous arrangement ONLY.

Food Setup

Setup in Lower Lobby	\$50
Setup in Room 2 (when NOT booking ALD)	\$25
Setup in Room 2 (when booking ALD)	\$75
Setup in ALD Room	\$250

Groups must make their own arrangements and pay for whatever food is brought in. Library Administration must be informed if a caterer has been hired and what time delivery is expected.

ADDITIONAL INFORMATION

- Room Rental Fee is nonrefundable if cancellation is within 48 hours of start time.
- A meeting permit must be secured in advance from the City of Plainfield for gatherings of more than 60 people.
- The Library is not responsible for promoting events by outside organizations.
- All fliers must state that attendees must park in the 9th Street parking lot. Please cooperate in keeping the 8th Street lot available for regular library users.
- The Library accepts cash, credit cards, or online payments via PayPal.
- All fees must be received no later than one week before date of the event.

PLAINFIELD PUBLIC LIBRARY

Telephone: 908 / 757-1111 ext. 175

www.plfdpl.info

FAX: 908 / 754-0063

AVAILABLE MEETING ROOMS

Anne Louise Davis Room

Suitable for community meetings, lectures, concerts, exhibits and workshops.

49' x 32' / 1568 sf

Capacity = 100 seats with head table

Features:

- 12' x 12' Projection Screen
- Yamaha Baby Grand Piano
- Lectern with microphone

Room #2

Suitable for community meetings, lectures, focus groups, exhibits and workshops, instruction.

29' x 17' / 498 sf

Capacity = 40 seats with head table

Features:

- Whiteboard
- Lectern with microphone

Room #4

Suitable for committee meetings.

16' x 8' / 310 sf

Capacity = 10 seats conference style

Food and beverages are not allowed in this room.

Room #5

Suitable for homeowner meetings, committee meetings, focus groups, and workshops.

15' 8" x 25"

387 sf

Capacity = 12 seats classroom style; 16 seats conference style

Features:

- Whiteboard
- Digital Projector

Computer Lab

Suitable for computer training and online presentations.

Capacity = 12 seats for Hands on Training; 25 seats for Online Presentations

Features:

- Whiteboard
- Digital Projector
- Instructor Station