

Meeting Rooms - Fee Schedule

Effective May 10, 2024, Round Rock Public Library card membership required to book rooms.

- LOCATION:** Round Rock Public Library, 200 E. Liberty Ave., Round Rock, TX 78664
All set-up and take-down must be done within the time listed in the contract
- PAYMENTS:** Full payment must be paid **within the first 2 weeks** of applying.
- REFUNDS:** All fees and deposits are payable in advance to secure the reservation. The deposit will be returned if reservation is canceled at least two (2) days prior to reservation date.
- FURNISHINGS:** Tables, Chairs, Podium & Audio Visual Installed.
- PANTRY:** Available in Room A&B only. Pantry, not intended for full meal preparation. Includes a refrigerator, sink, countertop, coffee maker, ice machine and microwave. The pantry does not require an inspection by the Public Health Department as it is used only for catering.

Meeting Room A&B Combo – First Floor

Furnishings: 45 Rectangle Tables, 18 Round Tables, and 132 Chairs & AV.

1,950 sq. ft with capacity for 132.

Hours: Mon. to Sat. 9:00am – 9:00pm, Sun. 1pm – 5pm

Group type	Hourly Rate	Additional Fees	FOOD ALLOWED
Non-Profit Non-profit 501 (c) 3	\$25.00	Security deposit \$160.00	Deposits are fully refundable up to 2 days prior to event. A full or partial withholding will apply if the room is not left in the condition in which it was borrowed.
For-Profit Private individuals For-profit	\$100.00	Security deposit \$160.00	AV equipment included. Pantry included. Requested on the agreement form. Room orientation required.

Legacy Conference Room – Third Floor – Quiet Floor

473 sq. ft with capacity 20.

Furnishings: 1 Large table, 20 Chairs & AV.

Hours: Mon. to Th. 9:00am – 8:00pm, Fri. – Sat. 9:00am – 5:00pm, Sun. 1pm – 5pm

Group Type	Hourly Rate	Additional Fees	NO FOOD ALLOWED
Non-Profit Non-profit 501 (c) 3	\$15.00	Security deposit \$50.00	Deposits are fully refundable up to 2 days prior to event. A full or partial withholding will apply if the room is not left in the condition in which it was borrowed.
For-Profit Private individuals For-profit	\$35.00	Security deposit \$50.00	AV equipment included. Room orientation required before use.

Shared Conference Room – Third Floor – Quiet Floor

353 sq. ft with capacity 12.

Furnishings: 1 Large table, 12 Chairs & AV.

Hours: Mon. to Th. 9:00am – 8:00pm, Fri. – Sat. 9:00am – 5:00pm, Sun. 1pm – 5pm

Group Type	Hourly Rate	Additional Fees	NO FOOD ALLOWED
Non-Profit Non-profit 501 (c) 3	\$10.00	Security deposit \$50.00	Deposits are fully refundable up to 2 days prior to event. A full or partial withholding will apply if the room is not left in the condition in which it was borrowed.
For-Profit Private individuals For-profit	\$30.00	Security deposit \$50.00	AV equipment included. Room orientation required before use.

Deposit Withholding

A full or partial withholding of the security deposit will apply if the room is:

Not left in the condition in which it was borrowed. Renter will be charged the cost of repairs or replacement of damaged property.

Renters must vacate the meeting room by the end of their reservation time.

Event break-down must occur in an orderly and timely manner within the allotted time of the reservation. The renter is to clean up at the conclusion of the event, including placing trash in receptacles provided, taking trash to dumpster, removing all personal effects, equipment, and decorations, and leaving the spaces in a clean and orderly manner for the next renter. The library is not responsible for items left in the room. Items will be processed in accordance with our lost and found policy.

Deposit withholding may apply to the following:

- Not leaving within the time reserved.
- Litter in room.
- Table(s) not wiped down and left dirty.
- Trash not taken to dumpster.
- Kitchen not cleaned.
- Failure to include equipment use on Agreement form.
- The chairs and tables have not returned to their default position.
- Damage to furniture and facility.