

PLAINFIELD PUBLIC LIBRARY

Telephone: 908 / 757-1111 ext. 175

www.plfdpl.info

FAX: 908 / 754-0063

MEETING ROOM USAGE FEES

Local Municipalities include: Plainfield, North Plainfield, South Plainfield, Scotch Plains, Fanwood, Dunellen, Piscataway. All other municipalities are considered Non-Local. All exceptions to stated fees/policies are at the discretion of the Library Director.

Anne Louise Davis Room

Plainfield City and Union County Gov.	All times	FREE
Local non-profit	0-4 hours	FREE
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

Plainfield City and Union County Gov.	All times	FREE
Local non-profit	0-4 hours	FREE
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

Plainfield City and Union County Gov.	All times	FREE
Local non-profit	0-4 hours	FREE
Local Private	0-2 hours	FREE
Local Private	2- 4 hours	\$25
Non-local	Up to 4 hours	\$25
Non-local	Over 4 hours	\$50

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Room #5

Plainfield City and Union County Gov.	All times	FREE
Local non-profit	0-4 hours	FREE
Local Private	0-2 hours	FREE
Local Private	2- 4 hours	\$25
Non-local	Up to 4 hours	\$25
Non-local	Over 4 hours	\$50

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) (includes Library provided laptop)	\$35
Tech Support (2 hour minimum)*	\$30/hr
Use of personal laptop with Library equipment	\$50

*as requested and by previous arrangement ONLY. In-person tech support during evening and Saturday programs MUST be requested at least 1 month prior to the event date and is based on the availability of Library staff.

Food Management

Penalty for bringing food into a room that it is not allowed.	\$50
Setup/Cleanup for Room 2	\$25

Groups must make their own arrangements and pay for whatever food is brought in. All food must be removed at the end of the program. Library Administration must be informed if a caterer has been hired and what time delivery is expected. These charges do not apply to Plainfield City and Union County Government bookings.

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NO SHOWS & CANCELLATIONS

Cancellations

The Library requires all cancellations to be made via phone to 908-757-1111 x111 at least 2 library business days before of the start time of the program. Cancellations made after 2 library business days before the program will be considered a No-Show (please see No-Show policy below).

No-Shows

Groups/Individuals who book a room but do not cancel their booking within 2 library business days before the start-time of the event will be charged a no-show fee. No additional bookings will be made or existing programs allowed to be held until the fee is paid. Cancellations within the 2 library business day period that are due to local inclement weather will not be assessed a no-show fee. Plainfield City and Union County Government Departments will not be charged the no-show fees.

1 st No Show	Written warning and policy reminder
2 nd No Show	\$50
3 rd No Show	\$100

Groups/Individuals who have 3 no-shows within a 12 month period will not be allowed additional bookings. A request to be allowed additional bookings will need to be made in writing and approved by the Library Director after a six-month period has passed. This also applies to City Departments and County Agencies. Approval of the additional booking request is at the discretion of the Library Director.

ADDITIONAL INFORMATION

- Room Rental Fee is nonrefundable if cancellation is within 2 library business days 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.

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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. Max number of seats will vary by setup.

Food and beverages are only allowed in this room for Library-sponsored events.

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 = 25 seats with head table. Max number of seats will vary by setup.

Features:

- Whiteboard
- Room Divider

Room #4

Suitable for committee meetings.

16' x 8' / 310 sf

Capacity = 10 seats conference style. Max number of seats will vary by setup.

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; 15 seats conference style. Max number of seats will vary by setup.

Food and beverages are not allowed in this room.

Features:

- Whiteboard