

# Orange Public Library -- Meeting Room and Equipment Rates

**Effective July 1, 2019**

Fee & deposit due at time of booking

Contact: [OPLRoomRes@cityoforange.org](mailto:OPLRoomRes@cityoforange.org) or 714-288-2569

Room/Equipment	Location	Capacity	Deposit	Non-Profit in Orange*	Non-Profit o/s of Orange*	For Profit Business in Orange	For Profit Business o/s of Orange
<a href="#"><u>Community Room A&amp;B</u></a>	Main Library	200	\$100.00	\$65/hr.	\$70/hr.	\$75/hr.	\$80/hr.
<a href="#"><u>Community Room A only</u></a>	Main Library	80	\$100.00	\$40/hr.	\$45/hr.	\$55/hr.	\$65/hr.
<a href="#"><u>Community Room B only</u></a>	Main Library	49	\$100.00	\$40/hr.	\$45/hr.	\$55/hr.	\$65/hr.
<a href="#"><u>Rotary Conference Room</u></a>	Main Library	20	\$100.00	\$40/hr.	\$45/hr.	\$55/hr.	\$65/hr.
<a href="#"><u>Kitchen (Community Room Only)</u></a>	Main Library	-	-	-	-	-	-
<b>Equipment:</b> <b>TV/DVD Player/ Microphones</b>	Main Library	-	\$100.00	\$20 flat fee	\$25 flat fee	\$30 flat fee	\$35 flat fee
<a href="#"><u>El Modena Community Room</u></a>	El Modena Library	100	\$100.00	\$40/hr.	\$45/hr.	\$55/hr.	\$65/hr.
<a href="#"><u>Taft Community Room</u></a>	Taft Library	35	\$100.00	\$40/hr.	\$45/hr.	\$55/hr.	\$65/hr.

- To qualify as a non-profit, the organization must adhere to Internal Revenue Code 501(C)(3).
- To qualify as “in Orange” the organization’s headquarters or satellite office must be located within the City of Orange.
- Cancellation Fee – a \$45 fee will be deducted from your deposit if cancellation is received less than 14 days from reservation date.
- Overtime Fee – a \$45 fee will be deducted from your deposit if room is not vacated at the end time after 15 minute grace period.
- Room Cleaning Fee – a \$45 fee will be deducted from your deposit if the room is not cleaned up and reset to standard configuration after use.
- If you are booking a recurring meeting, please note that only one room deposit is required.
- If you are booking multiple equipment items, a flat deposit of \$100 is required and a flat fee is charged.
- Rates are revised periodically through City Council action and published in the City’s Master Schedule of Fees. If the fees in this policy differ in any way than those published in the latest approved Master Schedule of Fees, the fees in the Master Schedule of Fees prevail.