

B. 21ST CENTURY LIBRARY MEETING ROOM FEES**1. Fees for the use of 21st Century Library meeting rooms:****RENTAL RATES:****User Groups**

Users are classified into the following groups for determining scheduling priority and the applicable fees and charges.

- A. City of Hayward departments or governmental agencies directly serving residents of Hayward, i.e., HUSD, HARD, County of Alameda, etc.
- B. Nonprofits under IRS Code 501(c)(3) and open membership group that are co-sponsored by the Library Department.
- C. Nonprofit groups under IRS Code 501(c)(3) based in and directly serving residents of Hayward, whose purpose is the betterment of the community.
- D. Other organized clubs or special interest group that have been granted IRS Code 501(c)(3, 4 or 6) nonprofit status with open membership, formal organization, and officers.
- E. Other public or private civic, cultural, educational, or charitable groups not previously mentioned above.
- F. Hayward businesses with company facilities located within the Hayward City limits.
- G. All other businesses, commercial groups, private functions and other groups not previously mentioned above

	FEE RATES BY USER GROUP ** all rates hourly **						
LIBRARY FACILITY	A	B	C	D	E	F	G
Large Room (whole)	-	-	\$35	\$50	\$75	\$100	\$150
Large Room (subdivided ½)	-	-	\$20	\$35	\$50	\$75	\$100
Medium Room	-	-	\$20	\$35	\$50	\$75	\$100
Conference Room	-	-	\$10	\$20	\$30	\$50	\$75
Warming Kitchen (*flat rate)	-	-	-	\$50*	\$50*	\$100*	\$150*

OTHER LIBRARY MEETING ROOM FEES	RATES – all user groups
Application Fee	\$6 non-refundable processing fee at time of application
Janitorial Service Fee (when needed)	\$57 per event, plus janitorial hourly service fee
Room Setup Fee (when needed)	\$50 - \$100
Attendant on Duty (when needed)	\$75/hr.
Opening/Closing Fee (when needed)	\$50
Liability Insurance	Fees determined for each use.
Hayward Police Dept. Security	Fee determined by current overtime rates for police personnel
Private Vendor Security	Fee determined by current hourly rates, nature of event, number of attendees
Utilities	Fee determined by average current hourly costs
Meeting Room Damage Deposit	\$50 - \$1,000 depending upon room and group size and use

Notes: ALL MEETING ROOM APPLICATIONS MUST BE SUBMITTED VIA THE ONLINE SCHEDULING SYSTEM. Paper applications will not be accepted. Meeting room fees vary according to the organization booking the room (see definitions in User Groups). Operational costs, liability insurance, janitorial, and security fees may also be applicable. Minimum rental is two hours. Hourly rates are not prorated for parts of an hour. A non-refundable application fee is due and payable at the time of application. All other applicable fees are due and payable in full at the time of schedule confirmation. Meeting room refunds are not available.