

Headquarters/SWB				2039 W 4000S Roy, Utah			
ROOM*	CAPACITY Based on standing people	AVAILABILITY	FIXED EQUIPMENT Limited additional Audio/Visual Equipment Available**	COSTS FOR ROOM***			
				10% discount Weber County Residents/Businesses or when two or more rooms are reserved together. 50% discount on Black Box Theater when used with Activity Center & Commercial Kitchen. ONLY ONE DISCOUNT MAY APPLY			
				Day Use Mon-Sat 10 a.m. – 6 p.m.	Night Use Mon-Thurs 6 p.m. – 9 p.m.	Sunday Use 1p.m. – 5 p.m.	After Hour Use
Auditorium (Full)	275	Available during regular Library hours and after hours	LCD Digital Projector/Screen Sound System	Category 1 - \$0	Category 1 - \$0	Category 1 - \$0	All Categories \$120/Hour
				Category 2 - \$25	Category 2 - \$50	Category 2 - \$25	
				Category 3 - \$300	Category 3 - \$400	Category 3 - \$300	
				Category 4 - \$350	Category 4 - \$500	Category 4 - \$350	
Activity Center (Full)	125	Available during regular Library hours and after hours	3 – 42 inch LCD Monitors LCD Projector DVD/VHS Player Video Graphics Adapter (VGA) Sound System	Category 1 - \$0	Category 1 - \$0	Category 1 - \$0	
				Category 2 - \$25	Category 2 - \$50	Category 2 - \$25	
				Category 3 - \$300	Category 3 - \$350	Category 3 - \$300	
				Category 4 - \$350	Category 4 - \$500	Category 4 - \$350	
Activity Center (East)	60	Available during regular Library hours and after hours	42 inch LCD Monitor LCD Projector/Screen Video Graphics Adapter (VGA) Small Sink	Category 1 - \$0	Category 1 - \$0	Category 1 - \$0	
				Category 2 - \$25	Category 2 - \$50	Category 2 - \$25	
				Category 3 - \$300	Category 3 - \$350	Category 3 - \$300	
				Category 4 - \$350	Category 4 - \$500	Category 4 - \$350	
Activity Center (Middle)	60	Available during regular Library hours and after hours	42 inch LCD Monitor LCD Projector/Screen Video Graphics Adapter (VGA) Small Sink	Category 1 - \$0	Category 1 - \$0	Category 1 - \$0	
				Category 2 - \$25	Category 2 - \$50	Category 2 - \$25	
				Category 3 - \$300	Category 3 - \$350	Category 3 - \$300	
				Category 4 - \$350	Category 4 - \$500	Category 4 - \$350	
Activity Center (West)	60	Available during regular Library hours and after hours	42 inch LCD Monitor DVD/VHS Player Video Graphics Adapter (VGA) Small Sink	Category 1 - \$0	Category 1 - \$0	Category 1 - \$0	
				Category 2 - \$25	Category 2 - \$50	Category 2 - \$25	
				Category 3 - \$300	Category 3 - \$350	Category 3 - \$300	
				Category 4 - \$350	Category 4 - \$500	Category 4 - \$350	
Boardroom	18	Available during regular Library hours and after hours	LCD Projector/Screen Sound System DVD/VHS Player Video Graphics Adapter (VGA) Small Sink/Small Refrigerator	Category 1 - \$0	Category 1 - \$0	Category 1 - \$0	
				Category 2 - \$10	Category 2 - \$15	Category 2 - \$10	
				Category 3 - \$70	Category 3 - \$90	Category 3 - \$70	
				Category 4 - \$120	Category 4 - \$150	Category 4 - \$120	
* Food may be served, non-refundable cleaning fee applicable ** Limited availability: slide projector, wireless microphone, microphone with stand, TV/VCR and TV/DVD, portable whiteboards, Easels, Overhead Projector *** May involves additional staff fees, AV Technician \$20/Hr, Maintenance Technician \$20/Hr, Additional Support Staff \$20/Hr, Security Staff \$25/Hr- needs branch manager approval							
User Categories				Cleaning Fees – Non-Refundable (no discount available)			
Category 1 – Library Programs, Community Groups, Governmental or Not-for-Profit Use – Open to general Public.				Estimated Attendance			
				1 - 49		50 - 99	
Category 2 – Community Groups, Not-for-Profit Use – Closed to the general Public. (Examples. Homeowner Associations, Recitals, non-public education)				Light Refreshments	\$10	\$25	\$50
Category 3 – Non-commercial use. Closed to the general public. (examples: Weddings, reunions, retirement dinners, birthday parties)				Boxed Meals	\$25	\$50	\$75
Category 4 – Promotional/Commercial Use. Doesn't matter if open or closed to public. (Examples: Investment seminars, employee training).				Catered Meals	\$75	\$100	\$150

ROOM*	CAPACITY Based on standing people	AVAILABILITY	FIXED EQUIPMENT Limited additional Audio/Visual Equipment Available**	COSTS FOR ROOM***			
				Day Use Mon-Sat 10 a.m. – 2 p.m. 2 p.m. – 6p.m.	Night Use Mon-Thurs 6 p.m. – 9 p.m.	Sunday Use 1p.m. – 5 p.m.	After Hour Use
Black Box Theater (Library Staff Required) AV technician \$20/hr	Stadium Seating 275	Available during regular Library hours and after hours	LCD Digital Projector/Screen Surround Sound System Theater Lighting	Category 1 - \$0	Category 1 - \$0	Category 1 - \$0	All Categories \$120/Hour
				Category 2 - \$100	Category 2 - \$120	Category 2 - \$100	
				Category 3 - \$350	Category 3 - \$500	Category 3 - \$500	
				Category 4 - \$400	Category 4 - \$750	Category 4 - \$400	
Amphitheater	275+	Available during regular Library hours and after hours	Exterior Lighting Sound System 120V Power	Category 1 - \$0	Category 1 - \$0	Category 1 - \$0	All Categories \$300/Hour
				Category 2 - \$100	Category 2 - \$120	Category 2 - \$100	
				Category 3 - \$350	Category 3 - \$350	Category 3 - \$300	
				Category 4 - \$400	Category 4 - \$750	Category 4 - \$400	
Commercial Kitchen****	NA	Available during regular Library hours and after hours	Restaurant Range Refrigerator/Freezer Commercial Microwave Cooking and Holding Systems Countertop Steamer Globe Mixer Ice Machine Bunn Coffee Maker	Category 1 - \$100	Category 1 - \$100	Category 1 - \$100	All Categories \$400/Hour
				Category 2 - \$100	Category 2 - \$100	Category 2 - \$100	
				Category 3 - \$150	Category 3 - \$175	Category 3 - \$150	
				Category 4 - \$200	Category 4 - \$250	Category 4 - \$200	

* Food may be served, non-refundable cleaning fee applicable

** Limited availability: slide projector, wireless microphone, microphone with stand, TV/VCR and TV/DVD, portable whiteboards, Easels, Overhead Projector

*** May involves additional staff fees, AV Technician \$20/Hr, Maintenance Technician \$20/Hr, Additional Support Staff \$20/Hr, Security Staff \$25/Hr- needs branch manager approval

**** Requires Library Staff Approval for Kitchen Equipment Usage

User Categories	Cleaning Fees – Non-Refundable (no discount available)			
Category 1 – Library Programs, Community Groups, Governmental or Not-for-Profit Use – Open to general Public.		Estimated Attendance		
		1 - 49	50 - 99	100+
Category 2 – Community Groups, Not-for-Profit Use – Closed to the general Public. (Examples. Homeowner Associations, Recitals, non-public education)	Light Refreshments	\$10	\$25	\$50
Category 3 – Non-commercial use. Closed to the general public. (examples: Weddings, reunions, retirement dinners, birthday parties)	Boxed Meals	\$25	\$50	\$75
Category 4 – Promotional/Commercial Use. Doesn't matter if open or closed to public. (Examples: Investment seminars, employee training).	Catered Meals	\$75	\$100	\$150