

Plaistow Public Library

Meeting Room Policy, Addendum A

Approved 10/13/15

The Plaistow Public Library now permits the use of the group meeting spaces described below by any group – private, non-profit, or otherwise – for non-public and/or for for-charge meetings/events, in accordance with the following fee schedule.

History Room or half (left or right) of the Nelson Room:	
\$20	Up to 2 hours
\$40	Between 2 and 4 hours
\$80	4 hours or more

Full Nelson Room (left and right sides combined):	
\$40	Up to 2 hours
\$80	Between 2 and 4 hours
\$125	4 hours or more

Rooms must be booked through the “Spaces” reservation system and are subject to approval by the Library before any booking is confirmed. Payment must be made at least ten (10) days before the date of use. Cash or check are accepted forms of payment. All other meeting room policies, as described in the Meeting Room Policy, Revised 5/12/15, will continue to apply to all non-Library meeting room users. Please refer to the Meeting Room Policy for details.