

Ogden Valley Branch

131S 7400E Huntsville, 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			
				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*	150	Available during regular Library hours and after hours	Tables and Chairs, Podium with Microphone Wi-fi access , VCR/DVD Player LCD Projector w/screen and laptop Baby Grand Piano (\$20 fee category 2-4) Electric Piano (\$10 fee category 2-4)	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	
Community Room*	90	Available during regular Library hours and after hours	Tables and Chairs Wi-fi access LCD Projector w/screen and laptop	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 - \$350	Category 3 - \$300	
				Category 4 - \$350	Category 4 - \$500	Category 4 - \$350	
Commercial Kitchen for Food Prep	N/A	Available during regular Library hours and after hours	Serving Window Refrigerator Stove/Oven	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	
Boardroom	15	Only available during regular Library hours	Conference Table with chairs Wi-fi access HDMI connection Laptop connection to LCD projector Whiteboard	Category 1 - \$0	Category 1 - \$0	Category 1 - \$0	N/A***
				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	
				Category 2 - \$10	Category 2 - \$15	Category 2 - \$10	
				Category 3 - \$25	Category 3 - \$40	Category 3 - \$25	
				Category 4 - \$80	Category 4 - \$120	Category 4 - \$80	
Study Room	6	Available during regular Library hours	Round Table with six chairs Wi-Fi access, Whiteboard 32in LCD flat panel monitor/TV DVD/Blu-Ray Player	Category 1 - \$0	Category 1 - \$0	Category 1 - \$0	N/A***
				Category 2 - \$10	Category 2 - \$15	Category 2 - \$10	
				Category 3 - \$25	Category 3 - \$40	Category 3 - \$25	
				Category 4 - \$80	Category 4 - \$120	Category 4 - \$80	

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

** Limited availability: Conference phone, wireless microphone, microphone with stand, portable whiteboards, Easels, Opaque Projector, slide projector

*** Possible use – would involve staff fee, needs director or 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.	Light Refreshments	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)	Boxed Meals	\$10	\$25	\$50
Category 3 – Non-commercial use. Closed to the general public. (examples: Weddings, reunions, retirement dinners, birthday parties)	Catered Meals	\$25	\$50	\$75
Category 4 – Promotional/Commercial Use. Doesn't matter if open or closed to public. (examples: Investment seminars, employee training).		\$75	\$100	\$150