

**APPENDIX 2B—Schedule of Fees and Charges**

<b>Service</b>	<b>Fee</b>
Photocopies and printouts	\$ 0.10 per page black and white \$ 0.25 per page color
Faxes	\$0.50/page for U.S., Canada, and Mexico \$1.00/page for everywhere else
Maker and digital media supplies	Cost varies depending upon material
Nonresident library card	Annual fee based on equalized assessed value and District tax rate for homeowners, or 15% of monthly rent for renters, per Policy 2-2
Lost or damaged item	Cost of item
Interlibrary loan	Out of state requests subject to \$10.00 fee per item whether or not the item is picked up
Periodical article request	Member responsible for any fees imposed by lending library
Accounts sent to collection agency	\$10.00 fee

## **APPENDIX 2B—Schedule of Fees and Charges (continued)**

### **Meeting Room Use Charges**

Library staff will assign rooms based upon the needs of the organization.

<b><u>Base Fees for up to 4 hours*</u></b> <b><u>(includes standard room setup)</u></b>	<b><u>Not-For-Profit</u></b> <b><u>Organization</u></b>	<b><u>For-Profit</u></b> <b><u>Organization</u></b>
Room 1 (large)	\$15.00	\$100.00
Rooms 2 and 3, Board Room (small)	\$10.00	\$ 50.00
*Each additional hour fee	\$5.00	\$25.00

### **Standard Room Setups**

Room 1	65 chairs, theater style, and 2 tables
Room 2	Tables and chairs, hollow square, to seat 24
Room 3	Tables and chairs, rectangle, to seat 14
Board Room	Tables and chairs, hollow square, to seat 16

### **Additional Charges**

	<b><u>Not-For-Profit</u></b> <b><u>Organization</u></b>	<b><u>For-Profit</u></b> <b><u>Organization</u></b>
Room Rearrangement (for any setup other than standard)	\$10.00	\$10.00
Refreshments	\$15.00	\$30.00
Extraordinary Cleanup	At cost	At cost

(Appendix referenced in Policies 2, 3, and 8. Approved by PPLD Board of Trustees 5-1-05; Last Revised 6-21-22, Effective 7-1-22)