

APPENDIX 2B—Schedule of Fees and Charges

Service	Fee
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	Member responsible for any fees imposed by lending library
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.

<u>Base Fees for up to 4 hours*</u> (includes standard room setup)	<u>Not-For Profit</u> <u>Organization</u>	<u>For-Profit</u> <u>Organization</u>
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

	<u>Not-For-Profit</u> <u>Organization</u>	<u>For-Profit</u> <u>Organization</u>
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
1 May 2005; (Last Revised 2 Oct 2025; Effective 1 Nov 2025)