Proposed Meeting Room and Event Space Use

Core Guidelines

- Community, non-profit and government organizations receive a 50% discount off rental fees for categories 2-3.
- Non-profit and government organizations receive a 50% discount off rental fees for category 4.
- Residents and businesses in Salt Lake City receive a 15% discount off rental fees for categories 2-4, if another discount has not been applied.
- Equipment and services fees are charged at full cost for all individuals, groups, and categories.

Rental Categories

Category 1: Free Community Use	
Eligibility	Community, non-profit, and government organizations or individuals hosting community programs. Businesses and commercial entities are not eligible under this category.
Allowed	The use of one room for one time block during regular library hours. Sessions may be open or closed to the public, with the exception that all Main Auditorium use must be open to the public. Soliciting non-monetary donations for public-interest projects (such as food or clothing drives).
Not Allowed	Fees to attend or participate. Financial or commercial activities. Private social events (such as birthday parties).
Category 2: Non-Commercial Use *(Rental Fees Apply.)*	
Eligibility	All individuals and groups.
Allowed	The use of multiple rooms and/or time blocks during regular hours. Sessions may be open or closed to the public. Community, non-profit, and government organizations may solicit monetary donations to support their organization or public-interest projects.
Not Allowed	Fees to attend or participate. Financial or commercial activities. Collecting funds for personal use, crowdfunding, or political campaigns. Private social events (such as birthday parties).
Category 3: Commercial Use *(Rental Fees Apply.)*	
Eligibility	All individuals and groups.
Allowed	The use of multiple rooms and/or time blocks during regular library hours. Sessions may be open or closed to the public. Financial and commercial activities, including: charging fees to attend or participate, promotion, sales, soliciting donations, conducting commercial transactions, and/or collecting customer data.
Not Allowed	Private social events (such as birthday parties).
Category 4: Special Events *(Rental Fees Apply.)*	
Eligibility	All individuals and groups.
Allowed	Open or closed events extending beyond regular library hours and/or the use of designated special event spaces during the day. Private social celebrations (such as weddings and receptions), ticketed events, fundraisers, and commercial sales activities. Full-service catering and alcohol service, subject to separate rules and regulations.
Not Allowed	Use of the Urban Room during regular library hours.

Main Library Standard Bookings (Categories 2-3)

Event Spaces & Timeblocks			Category 2 Rates **Non-Commercial**		Category 3 Rates **Commercial**		**Market Comparison**
Rooms A & C *(35 capacity)*							
	Weekday Daytime Blocks:	**Mon–Thu** 10am–1pm, 2pm–5pm, 6pm–9pm	**$110.00**	**$55.00** *Non-Profit Discount*	**$200.00**	**$100.00** *Non-Profit Discount*	**$150 – $240** flat *Monday–Saturday*
	Weekend Daytime Blocks:	**Fri–Sat** 10am–1pm, 2pm–5pm					
		Sun 11am–5pm *(Flat Day Block)*	**$110.00**	**$55.00** *Non-Profit Discount*	**$200.00**	**$100.00** *Non-Profit Discount*	**$300 – $480** flat *Sundays*
Room B *(60 capacity)*							
	Weekday Daytime Blocks:	**Mon–Thu** 10am–1pm, 2pm–5pm, 6pm–9pm	**$120.00**	**$60.00** *Non-Profit*	**$230.00**	**$115.00** *Non-Profit*	**$180 – $300** flat *Monday–Saturday*
	Weekend Daytime Blocks:	**Fri–Sat** 10am–1pm, 2pm–5pm					
		Sun 11am–5pm *(Flat Day Block)*	**$120.00**	**$60.00** *Non-Profit*	**$230.00**	**$115.00** *Non-Profit*	**$360 – $600** flat *Sundays*
Room D *(15 capacity)*							
	Weekday Daytime Blocks:	**Mon–Thu** 10am–1pm, 2pm–5pm, 6pm–9pm	**$70.00**	**$35.00** *Non-Profit*	**$130.00**	**$65.00** *Non-Profit*	**$120 – $180** flat *Monday–Saturday*
	Weekend Daytime Blocks:	**Fri–Sat** 10am–1pm, 2pm–5pm					
		Sun 11am–5pm *(Flat Day Block)*	**$70.00**	**$35.00** *Non-Profit*	**$130.00**	**$65.00** *Non-Profit*	**$240 – $360** flat *Sundays*
Main Auditorium *(300 seats)*							
	Weekday Daytime Blocks:	**Mon–Thu** 10am–1pm, 2pm–5pm	**$200.00**	**$100.00** *Non-Profit*	**$450.00**	**$225.00** *Non-Profit*	**$450 – $600** flat *Monday–Saturday*
	Weekend Daytime Blocks:	**Fri–Sat** 10am–1pm, 2pm–5pm					

		Sun 11am–5pm *(Flat Day Block)*	**$200.00**	**$100.00** *Non-Profit*	**$450.00**	**$225.00** *Non-Profit*	**$900 – $1,200** flat *Sundays*
	Weekday Evening Blocks:	**Mon–Thu** 6pm–9pm	**$260.00**	**$130.00** *Non-Profit*	**$520.00**	**$260.00** *Non-Profit*	**$750 – $1050** flat *Weekday Evenings*

Main Library Special Event Regular Library Hours Bookings (Category 4)

The spaces listed below are booked hourly:

Event Spaces & Timeblocks			Category 4 Rates **Special Events**		**Market Comparison**
Lower Urban Room					
	Weekday Daytime Hourly: *(3-hour minimum booking)*	**Mon–Thu** 10:00am – 5:00pm	**$110.00**/hr	**$55.00**/hr *Non-Profit*	**$100.00 – $150.00**/hr *Weekdays*
	Weekday Evening Hourly: *(3-hour minimum booking)*	**Mon–Thu** 5:00pm – 8:00pm	**$160.00**/hr	**$80.00**/hr *Non-Profit*	**$200.00 – $300.00**/hr *Weekday Evenings*
	Weekend Daytime Hourly: *(6-hour minimum booking)*	**Fri–Sat** 10:00am – 5:00pm **Sun** 11:00am – 5:00pm	**$160.00**/hr	**$80.00**/hr *Non-Profit*	**$200.00 – $300.00**/hr *Weekends*
Level 4 Conference Room					
	Weekday Daytime Hourly: *(3-hour minimum booking)*	**Mon–Thu** 10:00am – 5:00pm	**$180.00**/hr	**$90.00**/hr *Non-Profit*	**$150.00 – $200.00**/hr *Weekdays*
	Weekday Evening Hourly: *(3-hour booking)*	**Mon–Thu** 5:00pm – 8:00pm	**$220.00**/hr	**$110.00**/hr *Non-Profit*	**$220.00 – $350.00**/hr *Weekday Evenings*
	Weekend Daytime Hourly: *(6-hour minimum booking)*	**Fri–Sat** 10:00am – 5:00pm **Sun** 11:00am – 5:00pm	**$220.00**/hr	**$110.00**/hr *Non-Profit*	**$250.00 – $400.00**/hr *Weekends*
Rooftop Terrace					
	Weekday Daytime Hourly: *(3-hour minimum booking)*	**Mon–Thu** 10:00am – 5:00pm	**$300.00**/hr	**$150.00**/hr *Non-Profit*	**$250.00 – $350.00**/hr *Weekdays*
	Weekday Evening Hourly: *(3-hour minimum booking)*	**Mon–Thu** 5:00pm – 8:00pm *For extended hours, additional hourly rates apply.*	**$400.00**/hr	**$200.00**/hr *Non-Profit*	**$350.00 – $500.00+**/hr *Weekday Evenings*

Weekend Daytime Hourly: *(6-hour minimum booking)*	**Fri–Sat** 10:00am – 6:00pm **Sun** 11:00am – 5:00pm	**$400.00**/hr	**$200.00**/hr *Non-Profit*	**$350.00 – $500.00+**/hr *Weekends*

Main Library Special Event After-Hours Bookings (Category 4)

Event Spaces & Evening Timeblocks		Category 4 Rates **Special Events**		**Market Comparison**
Urban Room After-Hours*				
Urban Room After-Hours Timeblock: *(Unavailable Mon–Thu)*	**Fri & Sat** 6:00pm – 12:00am	**$3,000.00** flat **$500.00**/hr *Profit*	**$1,500.00** flat **$250.00**/hr *Non-Profit*	**$3,000.00 – $4,500.00** *Flat Package Averages*
	Sun 5:00pm – 11:00pm			
Rooftop Terrace After-Hours*				
Rooftop Terrace After-Hours Timeblock:	**Fri & Sat** 6:00pm – 12:00am	**$3,250.00** flat **$540.00**/hr *Profit*	**$1,625.00** flat **$270.00**/hr *Non-Profit*	**$3,500.00 – $5,500.00** *Flat Package Averages*
	Sun 5:00pm – 11:00pm			
Main Auditorium*				
Main Auditorium After-Hours Timeblock:	**Fri & Sat** 6:00pm – 12:00am	**$1,320.00** flat **$220.00**/hr *Profit*	**$660.00** flat **$110.00**/hr *Non-Profit*	**$1,500.00 – $2,000.00** flat *Weekend Averages*
	Sun 5:00pm – 11:00pm			
** If needed, additional setup time will be billed at an hourly rate.*				

Lower Urban Room					
Lower Urban Room Gallery After-Hours Timeblock: *(3-hour minimum, billed hourly)*	**Fri & Sat** 6:00pm – 12:00am	*Cannot book as a standalone space Fri-Sat past 5:00pm. Must package with Auditorium, Rooftop or Urban Room.*	**$200.00**/hr	**$100.00**/hr *Non-Profit*	**$250.00 – $350.00**/hr *Weekend Averages*
	Sun 5:00pm – 11:00pm				

Level 4 Conference Room					
Level 4 Conference Room After-Hours Timeblock: *(3-hour minimum, billed hourly)*	**Fri & Sat** 6:00pm – 12:00am	*Cannot book as a standalone space Fri-Sat past 5:00pm. Must package with Auditorium, Rooftop or Urban Room.*	**$260.00**/hr	**$130.00**/hr *Non-Profit*	**$250.00 – $400.00**/hr *Weekend Averages*
	Sun 5:00pm – 11:00pm				

Equipment and Service Fees

Service Fee	Guidelines & Additional Notes		Rates	Market Comparison
Light Cleaning Fee *Flat fee per-booking*	*Fee applied when serving single-serving items and/or beverages other than water.*		**$30.00** flat	**$35.00 – $65.00** flat
Boxed Meal & Self-Service Buffet Cleaning Fee *Flat fee per-booking*	*Fee applied when there are multiple food items and/or vendor does not provide setup or serving.*		**$70.00** flat	**$75.00 – $125.00** flat
Full Service Catering Cleaning Fee *Flat fee per-booking*	*Fee applied when the caterer provides setup and serving of multiple food items.* *Fee is based on anticipated attendance.*	**Small Scale** Under 100 guests	**$100.00** flat	**$150.00 – $450.00** flat
		Medium Scale 101–200 guests	**$200.00** flat	
		Large Scale 201–400+ guests	**$300.00** flat	
Piano Fee *Flat fee per-booking*	*Per booking.*		**$25.00** flat	**$50.00 – $150.00** per booking
Piano Tuning Fee *Flat fee per-booking*	*Additional fee applied when tuning is provided prior to a specific show at patron's request.*		*Based on current vendor fees.*	
Auditorium Projector Fee *Flat fee per-booking*	*Per booking.*		**$75.00** flat	**$250.00 – $500.00**/day
AV Technician *Hourly (3-hour minimum)*	*Per booking.*		**$50.00**/hr	**$75.00 – $120.00**/hr
Dedicated Event Security Guard *Hourly*	*Fee applied during non-regular library hours or high-complexity events. Events staff will determine the minimum number of hours and staff needed.*		**$50.00**/hr	**$65.00 – $85.00**/hr
Additional Staff as Needed *Hourly*	*Fee applied during high-complexity events.*		**$50.00**/hr	**$45.00 – $75.00**/hr
Furniture Setup Fee *Flat fee per-booking*	*Optional fee applied if the library provides and arranges furniture for a special event.*		**$150.00** flat	**$150.00 – $300.00** flat

Meeting Room and Event Space Use Rental Fees

Marmalade Branch

Bookable Spaces			Category 2 Rates **Non-Commercial**		Category 3 Rates **Commercial**		**Market Comparison**
Second-Floor Conference Room							
	Standard Hourly: *(1-hour minimum booking)*	**Mon–Thu** 10:00am – 8:00pm **Fri–Sat** 10:00am – 6:00pm *(Closed Sundays)*	**$40.00**/hr	**$20.00**/hr *Non-Profit*	**$70.00**/hr	**$35.00**/hr *Non-Profit*	**$35.00 – $55.00**/hr
Premium Multi-Purpose Room							
	Standard Hourly: *(1-hour minimum booking)*	**Mon–Thu** 10:00am – 8:00pm **Fri–Sat** 10:00am – 6:00pm *(Closed Sundays)*	**$120.00**/hr	**$60.00**/hr *Non-Profit*	**$150.00**/hr	**$75.00**/hr *Non-Profit*	**$150.00 – $200.00**/hr