

Meeting Room Pricing and Policy

Individual Study Rooms (4 Available):

- Available for 1-2 people
- Free, no reservations, available on first come, first served basis

Group Study Rooms (2 Available):

- Available for 2-10 people
- Free for first come, first served use
- Reservations available for \$10/hour, 4 hour maximum
- Reservations not required but can be made by emailing library@opelika-al.gov

Meeting Rooms A/B

- Library, Friends of OPL, and Municipal use: Free and bookable up to 1 year in advance
- Non-profit or Educational use where meeting is free and open to the public:
 - Free use 1 time per quarter (Nov – Jan, Feb – Apr, May – Jul, Aug – Oct)
 - Other use available at private meeting rate
- Business/For-Profit/Private Meetings:
 - During Library Business Hours: \$25/hour (2 hr. Minimum)
 - Outside Library Business Hours: \$50/hour (2 hr. Minimum)
 - Cleaning Fee if not left in satisfactory condition: \$100
 - Damages Fee: repair or replacement cost due to damages
- Outside of Business Hours use requires a card on file or refundable deposit of \$150

Cooper Room

- Library, Friends of OPL, and municipal use free and bookable up to 1 year in advance
- Non-profit or Educational use where meeting is free and open to the public:
 - Free use 1 time each calendar year
 - Other use available at private meeting rate
- Business/For-profit/Private Meetings:
 - During Library Business Hours: \$150 / 4 hours and \$250 / 8 hours
 - Outside Library Business Hours: \$300 / 4 hours and \$500 / 8 hours
 - Cleaning Fee if not left in satisfactory condition: \$250.00
 - Damages Fee: repair or replacement cost due to damages
- Outside of Business Hours use requires a card on file or refundable deposit of \$250

Pavilion

- All uses:
 - \$25 for half for 3 hour rental
 - Cleaning Fee if not left in satisfactory condition: \$125
 - \$50 for whole for 3 hour rental
 - Cleaning Fee if not left in satisfactory condition: \$250

Policies

- Booking for Library, Friends of the Library, and Municipal use is available up to 1 year in advance on a rolling basis.
- All other booking opens 3 months at a time on a rolling basis. For example on 9/30, booking is available for October, November and December. On 10/1, booking opens for January, on 11/1 booking opens for February, etc.
- Bookings for any entity that is not affiliated with the Opelika Public Library, Friends of the Library, or the City of Opelika [i.e. individual person, group, entity, non-profit group, educational group, civic club, or entity not otherwise delineated here] are limited to 12 uses (open or private) per calendar year January – December.
- A/V connections are available in the Group Study Rooms, Meeting Room A, Meeting Room B, and the Cooper Room. Persons wishing to use the A/V system must coordinate with the Digital Services Specialist or arrive 30 minutes before their scheduled meeting to verify successful connection and use.
- Please leave meeting rooms as they are found. If the furniture is rearranged, it should be returned to the original arrangement at the end of the meeting.
- Nothing may be taped, tacked, stapled, or mounted in any way to any meeting room wall.
- During library hours, noise levels from meeting rooms must not disturb library patrons or staff.
- Children must be supervised at all times.
- Smoking, alcoholic beverages, open flames, burning incense, and lit candles are not allowed.
- Personal furniture or equipment may be provided by a group with prior approval. Arrangements for the use of any personal furniture or equipment should be made at scheduling time.
- Equipment, supplies, or personal effects cannot be stored or left in Library meeting rooms before or after use.
- Any announcements or notices to publicize an activity should not be posted or distributed on library premises without prior approval from the librarian in charge.
- Attendance at meetings will be limited to the capacity of the individual meeting rooms as listed in the room. Seating and/or supplementary furniture are not allowed in corridors outside the meeting rooms.
- All trash resulting from the reservation that exceeds the container in the room must be removed by the organization.
- The individual making the reservation, as well as the group as a whole, will be held responsible for any and all damages that may occur as a result of the use of the facilities.
- Permission to use Library meeting rooms may be withheld from groups that have failed to comply with the Meeting Room Policy and from any group that damages the room, carpet, equipment, or furniture, or causes a disturbance.
- Granting permission to use library facilities does not constitute endorsement by the Opelika Public Library, its staff, the Library Board, or the City of Opelika. No advertisement or announcement implying such endorsement will be permitted.