

BURTON BARR CENTRAL LIBRARY

MEETING ROOM INFORMATION

1221 NORTH CENTRAL AVENUE

(602) 262-6157

Room Rental Hours of Operation:

Mon. /Fri. /Sat. 9:00 a.m. - 4:30 p.m.

Tue. /Wed. /Thur. 9:00 a.m. - 8:30 p.m.

Sun. 1:00 - 4:30 p.m.

ROOM	DIMENSIONS	CAPACITY	FEE	LOCATION	FURNITURE	EXTRAS
Room A (E/W)	19 ft. 2 in. wide 19 ft. 4 in. long	26-theater 10-classroom	\$10 per hour	1 st floor	26 chairs 5 tables (seats 2)	White Board Screen Wifi
Room B (N/S)	16 ft. 10 in. wide 23 ft. 8 in. long	26-theater 10-classroom	\$10 per hour	1 st floor	26 chairs 5 tables (seats 2)	Screen Wifi Curtain to darken room
Lecture Room	23 ft. 8 in. wide (E-W) 40 ft. 3 in. long (N-S)	75-theater 40-classroom	\$30 per hour	4 th floor	75 chairs 10 rect. Tables (seats 4)	Screen Comp. access Data Projector TV w/DVD/VHS Lectern
Pulliam Auditorium	<u>Room:</u> 56 ft. x 43 ft. (2,408 sq. ft.) <u>Stage:</u> 29 ft. x 11 ft. (319 sq. ft.)	250-theater 72-classroom 119-restaurant	\$125 per hour (4 hour min.)	1 st floor	250 chairs 24 rect. Tables (seats 3) 17 round (60") tables (seats 7)	Screen Comp. access Lectern DVD & BluRay Data Projector Microphones
Study Rooms (3)		3-4 people	Free	2 nd floor	Call (602) 262-4636	

ROOM	AFTER HOURS FEES (4 HOUR MIN. REQUIRED)
Auditorium	\$790 (\$197.50 each addl. hour) <i>1-2 Security Guard(s) required: \$30/hr. ea. with min. of 3 hrs.</i>
First Floor	\$2,800 (\$700 each addl. hour)
Second Floor	\$2,890 (\$722.50 each addl. hour)
Fifth Floor	\$2,770 (\$692.50 each addl. hour)
All of the above	\$4,075 (\$1018.75 each addl. hour)

Ordinance no. S-27404 rev/ 8-00

***NOTE: One-half of the rental fee is required with the initial reservation for all After Hours bookings in the Pulliam Auditorium, the remainder is due no later than 14 days prior to the event.**

MEETING ROOM POLICIES

- ◆ Pulliam Auditorium and Lecture Room rentals available through the 3rd floor Administration Office: Mon. - Fri. 9 a.m. - 4:30 p.m., phone (602) 262-6157, fax (602) 261-8836. Meeting Rooms A and B can be booked directly online at <http://www.phxlib.org>.
- ◆ Room reservations will not be confirmed without payment in advance, a signed meeting room contract, and room set-up form (if applicable).
- ◆ Payment in the form of cash, check or credit card is due within 48 hours of the approved reservation. Make checks payable to "Phoenix Public Library." The Library reserves the right to cancel the room reservation if payment is not made within 48 hours of the approved reservation.
- ◆ Room reservations will be accepted two months in advance, with the exception of the Pulliam Auditorium and the Lecture Room, which may be booked up to six (6) months in advance with a maximum of one (1) booking per quarter and two weeks' notice.
- ◆ If food or beverages are provided by the user, an additional \$25.00 clean up fee will be applied at the time payment is due. This fee is refundable if the program is canceled. **Alcohol is not permitted.** The use of enclosed Sterno containers with chafing dishes to warm food is allowed, and someone must be in attendance when this is in use. Open flames for cooking and grilling are not allowed.
- ◆ User is responsible for setting up and leaving the room in the condition in which it was found, including disposal of any waste materials in appropriate receptacles. **Balloons are not allowed in Library facilities. The doors, walls and furniture may not be used for display: i.e. no tape, no nails, etc.**