



**City of Orem Library Hall Fee Schedule**

Charges to rent Library Hall are based on both the user and the intended use. Priority is given to City of Orem use.

Class I: City of Orem use (all departments and events)

Class II: Government-sponsored use (other jurisdictions, agencies, officials in the scope of professional responsibilities, etc.)

Class III: Non-sponsored community use (Freedom Festival, Miss Orem, etc.)

Class IV: Charitable entity use (organizations with current 501(c)3 or domestic non-profit corporation status - not charging admission, etc.)

Class V: Fair market, for-profit, commercial/non-profits business facility use (business functions, ticketed events, fundraisers, etc.)

Class VI: Weddings, receptions, private events, and private social events, etc.

Library Hall Fees\*

Fee Description	Class I	Class II	Class III	Class IV	Class V	Class VI	
Ashton Auditorium** (500 person audience occupancy - cost per hour + staffing)	Per City policies	\$50.00	\$100.00	\$200.00	\$250.00	N/A	
Sorenson Legacy Room (50 person occupancy - cost per hour + staffing)		\$30.00	\$60.00	\$75.00	\$100.00	N/A	
Lobby (500 person occupancy - cost per hour + staffing)		\$40.00	\$80.00	\$100.00	\$150.00	\$225.00	
Library Staff for duration of set up/event (cost per hour)		\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	
Custodial Staff for duration of set up/event (cost per hour)		\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	
Sound Technician for duration of set up/event (cost per hour)		\$50.00	\$50.00	\$50.00	\$50.00	N/A	
Cleaning Deposit (per event)		\$200 Auditorium / \$25 Classroom / \$100 Lobby					
Cleaning/Damage Fee (applied if facility is left dirty or damaged)		Cost of labor/materials as determined by Facilities staff					
Food fee		No food in Auditorium / \$25 Classroom / \$50 Lobby					
Use of Kitchen							\$50
Table/Chair Rental - Lobby						\$2 per chair / \$10 per table	

Set Up / Take Down		\$30 each
Late Cancellation (without 3-day notice)		10% of rental fee
Rental Application Late Fee (outside of 14-day window)		10% of rental fee

\*Use of the Library Hall Auditorium for events with public audiences requires event insurance in addition to a rental fee. Use of the Classroom or Lobby may require event insurance as determined by the City of Orem Risk Manager.  
 \*\*Auditorium rentals have a 2-hour minimum; use of the classroom/green room and dressing room is included in the Auditorium rental fee.