

Kankakee Public Library

Rental Fees are as follows:

3rd Floor

3rd Floor Meeting Room - capacity 40

Available only during regular library hours

Tables and chairs only: \$50 for first hour and \$25 for each additional hour.

Tables, chairs, projector and screen: \$75 for first hour and \$35 for each additional hour.

3rd Floor Suite - capacity 10

Available only during regular library hours

Tables and chairs only: \$30 for first hour and \$15 for each additional hour.

Tables, chairs, projector and screen: \$55 for first hour and \$25 for each additional hour.

4th Floor

4th Floor Meeting Room - capacity 40

Available only during regular library hours

Tables and chairs only: \$50 for first hour and \$25 for each additional hour.

Tables, chairs, projector and screen: \$75 for first hour and \$35 for each additional hour.

Gallery - capacity 100

1 – 4 hours \$200 for residents and \$225 for non-residents of the city of Kankakee.

Each additional hour is \$50 per hour.

Auditorium - capacity 240

1 – 4 hours \$350 for residents and \$375 for non-residents of the city of Kankakee.

Each additional hour is \$50 per hour. Includes Podium & Microphone.

Gallery & Auditorium - capacity 340

1 – 6 Hours \$500 for residents and \$525 for non-residents of the city of Kankakee

Each additional hour is \$100 per hour

Weekday Package for both Gallery & Auditorium

9am – 5pm Monday – Friday, \$ 250

Hours are calculated from the time you enter the building to the time you leave the building.
(Example: 5pm – 6pm set up, 6 – 10pm Dinner; 10 – 11pm clean up)

Upon signature of contract, client agrees to the rental fees listed above.

All events must be out of the building by 11:00pm.

A **\$100.00** nonrefundable deposit is due with the signed contract and the remaining balance is due 30 days prior to the event. Deposits and payments are due in the form of check or money order made payable to: Kankakee Public Library