

Library Events Center Pricing

Approved by LPLBOC, August 17, 2023

For more information visit www.mylpl.org/events-center/ or email jbolom@mylpl.org

Venue Space	Half Day (5 Hours)	Whole Day (8am to 11pm)	Theatre Seating	Classroom Seating	Banquet Seating	Standing Reception	Space Dimensions	Square Footage	Deposit
Dubach Room	\$300	\$600	100	50	50	100	43 x 25	1075	\$200
Choudrant Room	\$250	\$500	100	50	50	100	43 x 22	946	\$200
Simsboro Room	\$250	\$500	100	50	50	100	43 x 23	989	\$200
Dubach/Choudrant	\$500	\$900	200	100	100	200	43 x 47	2021	\$400
Choudrant/Simsboro	\$450	\$800	200	100	100	200	43 x 45	1935	\$400
Auditorium (Dubach, Choudrant, Simsboro)	\$700	\$1200	300	150	150	300	43 x 70	3010	\$500
Grambling Room	See policy for use guidelines						43 x 52	2236	
Ruston Room	\$900	\$1500	600	340	400	600	70 x 83	5810	\$500
Whole Facility	N/A	\$2000						11,056	\$700
Whole Facility Plus (per additional day)	N/A	\$1500						11,056	

Ancillary Fees per Unit

Projector/Screen	\$25.00
Podium w/Mic	\$25.00
Wireless Mic	\$25.00
Sound System	\$40.00
Easel	\$10.00
Rolling White Board	\$20.00
Security	\$45/hour per Officer (plus \$5/hour booking fee)

A 10% discount on venue rental rates will be applied for documented 501c3 organizations.

Deposit (fee in addition to rental; must be paid before any rental date is secured)

\$200.00: Dubach Room, Choudrant Room, Simsboro Room,

\$400.00: Dubach/Choudrant, or Choudrant/Simsboro

\$500.00: Auditorium (Dubach, Choudrant, & Simsboro) and Ruston Room

\$700.00: Event Center (All Spaces)

Set up, break down, and clean up time should be within the requested time frame. Please consult with your caterer and/or decorator on necessary space, tables, and time for your event before reserving. The Library is not responsible for setting up, arranging, or breaking down tables and chairs for rental events. Please see policy for complete information, including cancellation and cleaning fees.

Please use estimates above as a guideline when planning your event. The following factors can affect seating:

- Included with Rental**
- 18" x 5' Tables
 - 36" x 8' Tables
 - 5' Round Tables (Limited availability on request)
 - Chairs
 - WiFi Access

- Size and arrangement of tables.
- Amount of space between tables.
- Catering/food/drink tables.
- Utilizing the projector, screen, or other equipment.