Lincoln Parish Library
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Library Events Center Pricing

Approved by LPLBOC, August 17, 2023

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

Included with Rental

18" x 5' Tables

36" x 8' Tables

5' Round Tables (Limited availability on request)

Chairs

WiFi Access

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, & Simbsoro) 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:

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

Library Events Center Supplementary Services

- **501c3 discount does not apply to supplementary services.**

- **Supplementary services may be added to a rental agreement up to 1 week before an event.**

- **Garbage removal and setup/break down are separate fees.**

- **Garbage removal includes monitoring garbage cans during the event and taking out garbage placed in event space cans. Garbage removal does not include any waste made by a catering service. Garbage removal does not include cleaning, which falls under Events Center Policy guidelines.**

- **Room setup plan must be finalized 72 hours before the event. Any additional tables or chairs needed after that time will be charged the per item price.**

- **Due to policy use guidelines, Grambling Room services are for per item table only and are therefore an additional charge unless turn-key service is purchased.**

- **Turnkey service includes garbage removal and complete space set-up and breakdown plus cleaning of event spaces used within Events Center Policy guidelines. Excessive cleaning expenses are still applicable. If a caterer is used, they are responsible for cleanup of the prep kitchen areas.**

Garbage Removal	Half Day (5 Hours)	Whole Day (8am to 11pm)
Under 2000 Square Feet	$50 per day	$100 per day
Over 2000 Square Feet	$100 per day	$200 per day

Setup & Breakdown	Tables & Chairs	Chairs Only	Tables [with chair-only setup]
Dubach Room	$100		
Choudrant Room	$100		
Simsboro Room	$100		
Dubach/Choudrant	$200		
Choudrant/Simsboro	$200	$1 per chair	$10 per table
Auditorium (Dubach, Choudrant, Simsboro)	$300		
Grambling Room	N/A		
Ruston Room	$600		
Whole Facility	$1050	N/A	N/A

Turnkey Service	Half Day (5 Hours)	Whole Day (8am to 11pm)
Dubach Room	$200	$250
Choudrant Room	$200	$250
Simsboro Room	$200	$250
Dubach/Choudrant	$325	$375
Choudrant/Simsboro	$300	$350
Auditorium (Dubach, Choudrant, Simsboro)	$450	$500
Ruston Room	$800	$900
Whole Facility	$1250	$1350