



## Walters Community Room and Gallery Rental Fees and Descriptions

### MAKING A RESERVATION

To request a reservation, go to the Library webpage (<https://www.corneliusor.gov/library>) and select, "Meeting and Study Rooms." If you have any questions, please e-mail Lia Gutierrez at [lia.gutierrez@corneliusor.gov](mailto:lia.gutierrez@corneliusor.gov).

### FEES

Room rental fees are broken into three rates based upon the status of the organization as private or non-profit, and upon the residency of the applicant.

- The standard rate applies to private organizations and individuals.
- The resident rate applies to private organizations and individuals when the applicant is a Cornelius resident or resides within the 97113 zip code.
- Non-profits who are able to confirm their 501(c)3 non-profit status, may apply to use the non-profit rate. The non-profit rate applies to private and public non-profit organizations.

Walters Community Room and Gallery (Catering kitchen available by request)		Capacity 210 standing; 75 chairs only; 75 with tables & chairs.
	During Library Hours	Before or After Library Hours
Standard Rate	\$80/hour	\$110/hour
Resident Rate	\$45/hour	\$60/hour
Non-profit Rate	\$0	\$40/hour

Walters Community Room (East only)		Capacity 143 standing; 75 chairs only; 67 with tables & chairs.
	During Library Hours	Before or After Library Hours
Standard Rate	\$60/hour	\$90/hour
Resident Rate	\$30/hour	\$45/hour
Non-profit Rate	\$0	\$30/hour

Walters Gallery (West only)		Capacity 49 standing; 25 chairs only; 20 with tables & chairs.
	During Library Hours	
Standard Rate	\$20/hour	
Resident Rate	\$15/hour	
Non-profit Rate	\$0	

Note regarding capacity: The library has 20 grey 2.5' x 6' tables, 75 chairs and 1 podium.



Fees must be paid in full at least 72 hours before the activity, or the reservation may be cancelled. Refunds will be issued by the City at 100%, if written cancellation occurs 48 hours or more prior to the reservation.

The applicant must notify the Library at least 48 hours in advance of a scheduled event if he/she intends to cancel. Failure to notify the Library and confirm cancellation will result in a \$25 fee and may result in denial of future use.

### CONFIGURATION

In the event the facility is not left in the same or similar condition as before, the user will be held liable for a cleanup fee of \$100. If cleanup or damage exceeds \$100, the user is held liable for additional costs.

### RESERVATION LIMITS

The Walters Community Room and Gallery may be reserved up to 90 days in advance for a maximum of 2 reservations per month.

### CURRENT HOURS AVAILABLE

Library hours as of October 2024:

- Monday through Tuesday, 10:00am - 6:00pm
- Wednesday through Friday, 10:00am - 8:00pm
- Saturday through Sunday, 1:00pm – 5:00pm

Extended hours possible:

- Monday through Friday, 8:00am - 6:00pm
- Saturday through Sunday, 12:00pm – 5:00pm

Exceptions will be considered by the Library Director on a case by case basis.

### PARKING

- The library building is 1370 N Adair St, Cornelius, OR 97113.
- The primary public entrance (and **only after-hours entrance**) is at the corner of 14<sup>th</sup> St and N Adair St.
- Plenty of on street parking is available within 2 blocks.
- There are also two lots behind/north of the library.
- Some parking is marked with 2-hour limits.

## ROOM DESCRIPTIONS

### **Walters Community Room and Gallery**

- Maximum capacity - 210 standing; 75 chairs only; 75 with tables & chairs.
- Dimensions (approx.) - 51' x 27'
- Gas fireplace
- 75 chairs and 20 tables
- Large projection screen (HDMI)
- Blackout shades
- Dimmable lights
- Sound system
- 1 wireless microphone with stand, 1 label microphone
- Lectern
- Catering Kitchen available by request (refrigerator, sink, dishwasher, microwave)
- Meeting Room Arrangement Diagram (Figure 1)

### **Walters Community Room (East only)**

- Maximum capacity - 143 standing; 75 chairs only; 67 with tables & chairs.
- Dimensions (approx.) - 34' x 30'
- Gas fireplace
- 75 Chairs and 20 tables\*
- Large HDMI projection screen
- Blackout shades
- Dimmable lights
- Sound system
- 1 wireless microphone with stand, 1 label microphone
- Lectern
- Meeting Room Arrangement Diagram (Figure 2)

### **Walters Gallery (West Only)**

- Maximum capacity – 49 standing; 25 chairs only; 20 with tables & chairs.
- Dimensions (approx.) - 17' x 27'
- Chairs and tables\*
- Smart HDMI TV
- Blackout shades
- Dimmable lights
- Catering Kitchen available by request (refrigerator, sink, dishwasher, microwave)
- Meeting Room Arrangement Diagram (Figure 3)

*\* The library has 20 grey 2.5' x 6' tables and 75 chairs that must be shared between the East and West rooms when both are in use.*

### MEETING ROOM ARRANGEMENT DIAGRAMS

At the end of the reservation, the room will be arranged to reflect one of the layouts below.



**Figure 1: Walters Community and Gallery Room combined**



**Figure 2: Walters Community Room (East Only)**



**Figure 3: Walters Gallery Room (West Only)**