

**WEST CALDWELL PUBLIC LIBRARY
COMMUNITY MEETING ROOM FEE SCHEDULE**

Room Fees

West Caldwell Non-Profit/Tax-Exempt Organizations
Security Deposit: \$100.00

West Caldwell Public Library Media Center Equipment

The Library has permanently mounted AV equipment available for use by organizations. This includes:

- Audio system with wireless microphone
- 36" flat screen TV
- DVD player
- Video player
- CD player
- Cassette Deck
- Ceiling mounted video projector with automatic roll down screen

The screen may be used with slide projectors and/or overhead projectors not supplied by the Library.

While the AV system is easy to learn and use, users of this equipment must be trained prior to using the equipment. Training sessions will last no more than 20 minutes. The trained individual will be the responsible party for the proper use of the AV equipment to preclude possible damage, which will possibly incur additional charges to the organization.

**ALL POLICIES AND FEES OF THE WEST CALDWELL PUBLIC LIBRARY
ARE SUBJECT TO CHANGE.**

Approved by the WCPL Board of Trustees 12/15/04