

Princeton

Library Hours:

Sunday: Closed
Monday: 10:00-5:00
Tuesday: 12:00-7:00
Wednesday: 10:00-5:00
Thursday: 12:00-7:00
Friday: 10:00-5:00
Saturday: 9:00-1:00

Rental charges:

Group Type	Room Rental Rate	Security/Damage Deposit	Payment
Non-profit	\$0	\$200	Payable to the City of Princeton
For-profit	\$15/hour	\$200	
Lost Keys Fee	\$50.00		

Local Procedures

Fire code capacity for the room is set at 150 people. For lecture-style seating, the room will accommodate 75 comfortably.

1. When the library is open, community room users are encouraged to park in the northernmost parking stalls whenever possible.
2. The room is not to be used for private parties, private support of organizations, groups that are largely commercial in nature, nor for the direct sale of merchandise or services for the purposes of profit.
3. Final reservations will not be given more than 90 days in advance of the date of the meeting.
4. Payment should be made with two checks – one for the damage deposit and one, if necessary, for the room rental fee – payable to the **City of Princeton**. The security deposit is refundable, less any damage or loss charges, upon approval by Library or City staff that the room has been returned to an orderly condition.
5. The thermostat is set to 70 degrees. If users adjust the thermostat during the meeting or activity, it should be reset to 70 before leaving.
6. Community Room and restroom lights must be turned off before securing the building. Lobby lights are to be left on.
7. If the room is being used during evening hours after the library is closed, the meeting must be completed, with the room returned to order and the building secured by 11:00pm.
8. No cooking is allowed.