



SECURITY CHARGE FOR USE OF THE MASON O. DAMON AUDITORIUM

A fee for the services of a Central Library building guard is required for any use of the Mason O. Damon Auditorium beyond Monday through Friday 9 a.m. - 5:30 p.m. Use during the Monday through Friday hours would normally not require building guard services unless event size, complexity or safety issues warrant such services as determined by the Library.

For events requiring a building guard, the guard will arrive 30 minutes before the start of the meeting/program and will remain until the last person has vacated the premises. The fee is based on that time span.

All guard fees must be paid in full, with the facility rental fees, prior to the day of the event. Events that extend beyond the scheduled times may be subject to additional charges.

The following is the fee scale for the services of the building guard:

Minimum for first three hours	\$ 75.00
Additional rate for every one-half hour or fraction thereof	\$ 12.50

The regular fee for the use of the Mason O. Damon Auditorium is outlined in the printed rules governing its use.

Rates are subject to change upon 2 weeks written notification from the Library.