

Community Room Reservation Fees

Fees are based on the category of the individual or group requesting to reserve the meeting space: not-for-profit or for-profit. Contact the Library to determine your correct category.

- Not-for-Profit: Groups are defined as not-for-profit when their missions serve an educational, cultural, charitable, political, or civic purpose. Not-for-profits include 501(c)3 corporations and unincorporated associations, organizations, clubs, book groups, or government agencies.
- For-Profit: All groups that do not fit the definition of a not-for-profit group will be defined as for-profit. These include all businesses and other commercial entities.

All fees are per hour of room reservations.

For-profit groups will be charged for the use of the community rooms as indicated below. The entire balance of the reservation fee is due 5 days prior to the event date. Payments in the form of cash or check are accepted at the K.O. Lee Aberdeen Public Library. Cancellations must be made at least 48 hours in advance by calling the community room coordinator at 605-626-7097 or using the Reservation Cancellation Form on the library website to obtain a refund. The event will not be considered cancelled until the meeting room coordinator issues a cancellation notice. A for-profit room cancellation with less than 48-hour notice will result in forfeiture of the fee, unless the cancellation is initiated by the library. The 48-hour notice will be waived for weather related cancellations.

Reservation Fees Per Hour

Community Room # 110 (classroom)

Not-for-profit = No charge

For-profit = \$30

Community Room # 111 (conference room)

Not-for-profit = No charge

For-profit = \$30

Community Room # 112A (medium size room)

Not-for-profit = No Charge

For-profit = \$60

Community Room # 112B (medium size room)

Not-for-profit = No Charge

For-profit = \$60

Community Room # 112A & 112B (large size room)

Not-for-profit = No Charge

For-profit = \$120

GENERAL ACCESS FOR COMMERCIAL PHOTOGRAPHY OR FILMING PURPOSES

shall be charged a fee of \$100 per hour.