









PUBLIC MEETING ROOM FEE SCHEDULE MARCH 2018

All meeting rooms are accessible, with free parking provided in adjacent lots. Maximum room occupancy reflects theatre style seating. Where requested, room setup will be charged at cost-recovery rates.

Room	View	Non-profit rate	Commercial rate	Room Equipment
Nancy Bennett Room – Poirier Branch		\$25/hour - \$150 per 8 hour day	\$50/hour - \$300 per 8 hour day	<ul style="list-style-type: none"> 24' X 32' (768 sq. ft.) Accommodates 40-50 people (depending on seating arrangements) Chairs and round or oblong tables available Whiteboard, ceiling mounted projector/screen and audio/microphone available Sink, running water and counter area
Board Room – Poirier Branch		\$15/hour - \$75 per 8 hour day	\$25/hour - \$150 per 8 hour day	<ul style="list-style-type: none"> Accommodates 20 people around oblong boardroom table Whiteboard available Sink, running water and counter area
Room 8 – Poirier Branch		\$10/hour \$50 per 8 hour day	\$20/hour - \$100 per 8 hour day	<ul style="list-style-type: none"> Accommodates 8 people around 1 oblong table Whiteboard available
Computer Lab – Poirier Branch	-	\$25/hour \$75 per 8 hour day	\$50/hour - \$150 per 8 hour day	<ul style="list-style-type: none"> 8 individual computer stations Ceiling mounted projector/screen available For e-learning sessions only
Room 136 – Coquitlam Foundation Room - City Centre Branch		\$40/hour \$225 per 8 hour day	\$60/hour \$350 per 8 hour day	<ul style="list-style-type: none"> 5' X 28' 5" (712.5 sq. ft.) Accommodates 40-60 people (depending on seating arrangements) Whiteboard, audio/microphone and ceiling mounted projector and screen available
Room 137 – City Centre Branch		\$40/hour \$225 per 8 hour day	\$60/hour \$350 per 8 hour day	<ul style="list-style-type: none"> 5' X 28' 5" (712.5 sq. ft.) Accommodates 40-60 people (depending on seating arrangements) Whiteboard, audio/microphone and ceiling mounted projector and screen
Room 136/137 combined – City Centre Branch	-	\$60/hour \$350 per 8 hour day	\$100/hour \$550 per 8 hour day	<ul style="list-style-type: none"> Rooms can be opened into one large space Accommodates 80-120 people (depending on seating arrangements) Ceiling mounted projectors can be paired to broadcast video/audio simultaneously
Room 127 – City Centre Branch		\$30/hour \$180 per 8 hour day	\$50/hour \$300 per 8 hour day	<ul style="list-style-type: none"> 25' X 21' (525 sq. ft.) Accommodates 25-45 people (depending on seating arrangements) Whiteboard and ceiling mounted projector and screen available
Board Room – City Centre Branch		\$20/hour - \$125 per day	\$35/hour \$210 per 8 hour day	<ul style="list-style-type: none"> Accommodates 15 people around circular boardroom table Whiteboard and ceiling mounted projector and screen available Sink, running water and counter area
Computer Lab – City Centre Branch		\$45/hour \$240 per 8 hour day	\$75/hour \$400 per 8 hour day	<ul style="list-style-type: none"> 15 individual computer stations For e-learning sessions only Whiteboard and moveable projector and screen
Facility Rental – CC and PO		By arrangement		<ul style="list-style-type: none"> Entire facility available after hours for special events/conferences – by arrangement with Executive Director