

# CROWELL PUBLIC LIBRARY CITY OF SAN MARINO

1890 Huntington Drive  
San Marino, CA 91108  
T: (626) 300-0777  
F: (626) 300-0121  
[www.crowellpubliclibrary.org](http://www.crowellpubliclibrary.org)

## MEETING ROOM RENTAL RATES

### ROOMS AND RATES

Additional Insurance Fees may apply.

#### BARTH COMMUNITY ROOM

This new community meeting room includes audio visual equipment for computer and DVD presentations; a podium and microphone and a small kitchenette for refreshment service. The room seats 80 auditorium style and tables are available. This room is located on the first floor at the entrance to the library. The dimensions are 38' x 35'.

\$25 per hour*	Community-Based Organization
\$75 per hour*	General User Group

\* Plus \$200 Security Deposit, fully refundable

#### SCHOW PATIO GARDEN

This outdoor patio is adjacent to the community meeting room and can be used in conjunction with the meeting room. There are three outdoor tables and chairs on the patio; community room tables and chairs cannot be relocated to the patio. Additional tables and chairs must be supplied by the user. The dimensions are 65' x 43'.

\$15 per hour*	Community-Based Organization
\$40 per hour*	General User Group

\* Plus \$100 Security Deposit, fully refundable

#### THORNTON CONFERENCE ROOM

This elegant conference room is located on the second floor near the Administrative Offices. The room seats 10 around a conference table with 10 side chairs. Only minimal refreshments are allowed in this room.

\$15 per hour*	Community-Based Organization
\$30 per hour*	General User Group

\* Plus \$100 Security Deposit, fully refundable

A cleaning fee of \$50 for Barth and \$25 for Thornton will be charged when food is served.

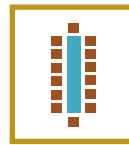
A staffing fee of \$20 per hour will be charged outside of normal library business hours.

### ROOM ARRANGEMENTS



#### CLASSROOM STYLE

Table with chairs all facing in one direction. Maximum Seating: 36



#### CONFERENCE STYLE

Table with chairs all around it. Maximum Seating: 30



#### U-STYLE

Three or more tables in a "U" form with chairs around the outside. Maximum Seating: 20



#### THEATRE STYLE

Straight rows of chairs. No tables. Maximum Seating: 80

#### SEMI-CIRCLE

Rows of chairs in a semi-circle. No tables.

### RESERVATIONS

Reservations can be made by faxing an application to the library at (626) 300-0121; reservation forms and applications are available online at [www.crowellpubliclibrary.org](http://www.crowellpubliclibrary.org). For questions, call (626) 300-0777.

Rental fees must be paid in full at the time of reservation. Visa, MasterCard and Discover are accepted. Make checks payable to the City of San Marino.

**ROOMS CAN BE RESERVED UP TO 3 MONTHS IN ADVANCE. A TWO-HOUR MINIMUM IS REQUIRED FOR ANY RENTAL. SEE OUR WEBSITE FOR ROOM RENTAL POLICIES.**

#### LIBRARY HOURS

Monday - Thursday 10 a.m. - 9 p.m.  
Friday & Saturday 10 a.m. - 5 p.m.  
Sunday 1 p.m. - 5 p.m.  
Hours are subject to change.