POLICY

SUBJECT:	Schedule of Fines and Fees
APPROVED BY:	Board of Library Trustees
APPROVAL DATE:	April 27, 2023
EFFECTIVE DATE:	April 28, 2023

NEW ( )   **REVISED (X)**

Library Cards

Library Card Fees	
Subscription Card	$87.00 annually
Public Library Access Card (PLAC)	Fee established by State of Indiana annually
Replacement of lost paper PLAC card	$1.00

Circulation

ACPL charges replacement cost for lost or damaged materials. If patrons return items in good condition that have been marked lost and billed, the replacement cost is waived.

Fines and Fees	
Overdue Fine: Access Fort Wayne Equipment	$1.00 per item/per day. Up to a maximum of $5.00 per item
Lost, Damaged, or Incomplete materials	Replacement cost of the item as recorded in the ACPL database or the current default price established by the Library. Replacement fee is removed if the item is returned in good condition.
Non-sufficient Funds – Check	$35.00 per check
Material Recovery Referral	$10.00 per account/per referral. Accounts are referred to a material recovery service when the amount owed exceeds $50.00.

Other

Miscellaneous Library Fees	
3D Printing	$1.00 hour
Bags	$7.00
Earbuds	$1.00
Faxing	$1.75 first page $1.00 each page thereafter as set by the vendor.

Flash Drives	$2.00
Parking	$1.00 per hour up to $7.00 unless ticket is validated.
Printing/Copies	$0.10 per side

Meeting Room Fees and Charges

With the exception of the Main Library, most ACPL branch's meeting rooms and facilities are available at no charge to individuals and Non-profit groups. Proof of non-profit status may be required.

There may be additional fees for special services provided when using branch meeting rooms. Please contact your branch to discuss options. Services and fees include:

Services and Fees	
Security Officer	$50.00 per hour
Housekeeper	$25.00 per hour
Room setup	$25.00 per hour
A/V Tech support	$40.00 per hour
Room Reservation Cancellation Fee *(if less than 24 hours' notice)*	$50.00

The Library charges rental fees at the Main Library according to the "classification of use."

Meeting Room Fees "Class A" Use
"Class A" rates apply to non-profit groups and government agencies and departments for non-commercial use (i.e., no admission fee, vendor fee and/or donation is requested or received)

Room Name	Room Number	Size (SF)	Capacity (by setup)			Cost ($ / hour)
			Theater	Classroom	Other	
Theater	LL 12	5136	230	N/A	N/A	No charge[1]
Theater Lobby	LL 10	816	N/A	N/A	126 reception	See above
Meeting Room A	119	1680	160	84	72 banquet	No charge
Meeting Room B	115	840	70	35	24 banquet	No charge
Meeting Room C	111	1260	120	64	72 banquet	No charge
Rooms A and B	N/A	2520	230	126	96 banquet	No charge
Rooms B and C	N/A	2100	190	100	96 banquet	No charge
Rooms A, B and C	N/A	3780	378	200	192 banquet	No charge
BST Meeting Room	291	312	26	8	12 boardroom	No charge
Computer Classroom	113	832	N/A	18	N/A	$40.00[2]
Study Rooms	2 rooms each in Readers' Services, Teen and Children's Departments		N/A	N/A	6	No charge
Great Hall	GH	7330	N/A	N/A	220 banquet	No charge
Gallery	183	2418	N/A	N/A	150 banquet	No charge
Globe Room	154	756	50	18	20 banquet	No charge
Alan McMahan Meeting Room	110	1144	25	25	N/A	No charge
Outdoor Amphitheater	AM	N/A	N/A	N/A	N/A	Contact Library

See chart on page 2 for additional fees for security, housekeeping and room set-up.
[1]Reasonable rehearsal time included at no charge. [2] Includes a fee for IT staff to assist with software set-up and technical issues.

Meeting Room Fees "Class B" Use

"Class B" rates apply to non-profit groups whose events or meetings involve admission fees, vendor fees, donations or a commercial use.

Room Name	Room Number	Size (SF)	Capacity (by setup)			Cost ($ / hour)
			Theater	Classroom	Other	
Theater	LL 12	5136	230	N/A	N/A	$100.00[1,2]
Theater Lobby	LL 10	816	N/A	N/A	126 reception	See above
Meeting Room A	119	1680	160	84	72 banquet	$30.00
Meeting Room B	115	840	70	35	24 banquet	$20.00
Meeting Room C	111	1260	120	64	72 banquet	$25.00
Rooms A and B	N/A	2520	230	126	96 banquet	$50.00
Rooms B and C	N/A	2100	190	100	96 banquet	$45.00
Rooms A, B and C	N/A	3780	378	200	192 banquet	$75.00
BST Meeting Room	291	312	26	8	12 boardroom	$15.00
Computer Classroom	113	832	N/A	18	N/A	$75.00[3]
Study Rooms	2 rooms each in Readers' Services, Teen and Children's Departments		N/A	N/A	6	$10.00
Great Hall	GH	7330	N/A	N/A	220 banquet	$200.00
Gallery	183	2418	N/A	N/A	150 banquet	$60.00
Globe Room	154	756	50	18	20 banquet	$20.00
Alan McMahan Meeting Room	110	1144	25	25	N/A	$35.00
Outdoor Amphitheater	AM	N/A	N/A	N/A	N/A	Contact Library

See chart on page 2 for additional fees for security, housekeeping and room set-up.
[1] Reasonable rehearsal time included at no charge. [2] Cost of music teacher student recitals in theater, $125.00 flat fee. [3] Includes a fee for IT staff to set-up hardware and software and for any technical issues.

Meeting Room Fees "Class C" Use
"Class C" rates apply to businesses, private individuals or private groups. Admission or vendor fees may be collected and donations may be received during the event.

Room Name	Room Number	Size (SF)	Capacity (by setup)			Cost ($ / hour)
			Theater	Classroom	Other	
Theater	LL 12	5136	230	N/A	N/A	$100.00[1,2]
Theater Lobby	LL 10	816	N/A	N/A	126 reception	See above
Meeting Room A	119	1680	160	84	72 banquet	$30.00
Meeting Room B	115	840	70	35	24 banquet	$20.00
Meeting Room C	111	1260	120	64	72 banquet	$25.00
Rooms A and B	N/A	2520	230	126	96 banquet	$50.00
Rooms B and C	N/A	2100	190	100	96 banquet	$45.00
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Study Rooms	2 rooms each in Readers' Services, Teen and Children's Departments		N/A	N/A	6	$10.00
Great Hall	GH	7330	N/A	N/A	220 banquet	$200.00
Gallery	183	2418	N/A	N/A	150 banquet	$60.00
Globe Room	154	756	50	18	20 banquet	$20.00
Alan McMahan Meeting Room	110	1144	25	25	N/A	$35.00
Outdoor Amphitheater	AM	N/A	N/A	N/A	N/A	Contact Library

See chart on page 2 for additional fees for security, housekeeping and room set-up.
[1] Reasonable rehearsal time included at no charge. [2] Cost of music teacher student recitals in theater, $125.00 flat fee. [3] Includes a fee for IT staff to set-up hardware and software and for any technical issues.