



Walters Community Room and Gallery Rental Fees and Descriptions

MAKING A RESERVATION

To request a reservation, go to the Library webpage (<https://www.corneliusor.gov/library>) and select, "Meeting and Study Rooms." If you have any questions, please e-mail Lia Gutierrez at lia.gutierrez@corneliusor.gov.

FEES

Room rental fees are broken into three rates based upon the status of the organization as private or non-profit, and upon the residency of the applicant.

- The standard rate applies to private organizations and individuals.
- The resident rate applies to private organizations and individuals when the applicant is a Cornelius resident or resides within the 97113 zip code.
- Non-profits who are able to confirm their 501(c)3 non-profit status, may apply to use the non-profit rate. The non-profit rate applies to private and public non-profit organizations.

Walters Community Room and Gallery (Catering kitchen available by request)		Capacity 210 standing; 75 chairs only; 75 with tables & chairs.
	During Library Hours	Before or After Library Hours
Standard Rate	\$80/hour	\$110/hour
Resident Rate	\$45/hour	\$60/hour
Non-profit Rate	\$0	\$40/hour

Walters Community Room (East only)		Capacity 143 standing; 75 chairs only; 67 with tables & chairs.
	During Library Hours	Before or After Library Hours
Standard Rate	\$60/hour	\$90/hour
Resident Rate	\$30/hour	\$45/hour
Non-profit Rate	\$0	\$30/hour

Walters Gallery (West only)		Capacity 49 standing; 25 chairs only; 20 with tables & chairs.
	During Library Hours	
Standard Rate	\$20/hour	
Resident Rate	\$15/hour	
Non-profit Rate	\$0	

Note regarding capacity: The library has 20 grey 2.5' x 6' tables, 75 chairs and 1 podium.



Fees must be paid in full at least 72 hours before the activity, or the reservation may be cancelled. Refunds will be issued by the City at 100%, if written cancellation occurs 48 hours or more prior to the reservation.

The applicant must notify the Library at least 48 hours in advance of a scheduled event if he/she intends to cancel. Failure to notify the Library and confirm cancellation will result in a \$25 fee and may result in denial of future use.

CONFIGURATION

In the event the facility is not left in the same or similar condition as before, the user will be held liable for a cleanup fee of \$100. If cleanup or damage exceeds \$100, the user is held liable for additional costs.

RESERVATION LIMITS

The Walters Community Room and Gallery may be reserved up to 90 days in advance for a maximum of 2 reservations per month.

CURRENT HOURS AVAILABLE

Library hours as of October 2024:

- Monday through Tuesday, 10:00am - 6:00pm
- Wednesday through Friday, 10:00am - 8:00pm
- Saturday through Sunday, 1:00pm – 5:00pm

Extended hours possible:

- Monday through Tuesday, 8:00am - 7:00pm
- Wednesday through Friday, 8:00am - 9:00pm
- Saturday through Sunday, 12:00pm – 6:00pm

Exceptions will be considered by the Library Director on a case by case basis.

PARKING

- The library building is 1370 N Adair St, Cornelius, OR 97113.
- The primary public entrance (and **only after-hours entrance**) is at the corner of 14th St and N Adair St.
- Plenty of on street parking is available within 2 blocks.
- There are also two lots behind/north of the library.
- Some parking is marked with 2 hour limits.

ROOM DESCRIPTIONS

Walters Community Room and Gallery

- Maximum capacity - 210 standing; 75 chairs only; 75 with tables & chairs.
- Dimensions (approx.) - 51' x 27'
- Gas fireplace
- 75 chairs and 20 tables
- Large projection screen (HDMI)
- Blackout shades
- Dimmable lights
- Sound system
- 1 wireless microphone with stand, 1 label microphone
- Lectern
- Catering Kitchen available by request (refrigerator, sink, dishwasher, microwave)
- Meeting Room Arrangement Diagram (Figure 1)

Walters Community Room (East only)

- Maximum capacity - 143 standing; 75 chairs only; 67 with tables & chairs.
- Dimensions (approx.) - 34' x 30'
- Gas fireplace
- 75 Chairs and 20 tables*
- Large HDMI projection screen
- Blackout shades
- Dimmable lights
- Sound system
- 1 wireless microphone with stand, 1 label microphone
- Lectern
- Meeting Room Arrangement Diagram (Figure 2)

Walters Gallery (West Only)

- Maximum capacity – 49 standing; 25 chairs only; 20 with tables & chairs.
- Dimensions (approx.) - 17' x 27'
- Chairs and tables*
- Smart HDMI TV
- Blackout shades
- Dimmable lights
- Catering Kitchen available by request (refrigerator, sink, dishwasher, microwave)
- Meeting Room Arrangement Diagram (Figure 3)

** The library has 20 grey 2.5' x 6' tables and 75 chairs that must be shared between the East and West rooms when both are in use.*

MEETING ROOM ARRANGEMENT DIAGRAMS

At the end of the reservation, the room will be arranged to reflect one of the layouts below.



Figure 1: Walters Community and Gallery Room combined



Figure 2: Walters Community Room (East Only)



Figure 3: Walters Gallery Room (West Only)