



# LIBRARY SERVICES

Fee No.	Fee Name	Fee Unit Type	Notes	Current Fee / Deposit	100% Cost Recovery Fee	Rec'd Fee Level / Deposit
<b>1</b>	<b>Fines and Penalties</b>					
	A. Lost or damaged book or media item (DVD/Blu-ray/CD)	each		Item list price		Item list price
	B. Lost or damaged Tech2Go kit or Library of Things item/kit	each		Item list price or itemized cost of part		Item list price or itemized cost of part
	C. Lost or damaged Magazine	each		\$ 6		\$ 6
<b>2</b>	<b>Special Services</b>					
	A. Inter-Library Loan - Replacement Fee	each		\$ 115		\$ 115
	B. Proctor Exam Fee	per hour		\$ 44	\$ 167	\$ 51
<b>3</b>	<b>Meeting Facility Fees</b>		[1] [2]			
	A. Community Library Center:					
	i) Trustees Room, Mary Brown Room; Conference B or Conference C	per hour		See City's Facility Use Guidelines		See City's Facility Use Guidelines
	ii) Lecture Hall, Estudillo Room, Karp, or Senior Facility	per hour		See City's Facility Use Guidelines		See City's Facility Use Guidelines
	iii) Estudillo Kitchen	per hour		See City's Facility Use Guidelines		See City's Facility Use Guidelines
	iv) Karp/Estudillo combination	per hour		See City's Facility Use Guidelines		See City's Facility Use Guidelines
	B. Casa Peralta Grounds:	per hour		See City's Facility Use Guidelines		See City's Facility Use Guidelines
	i) Casa Peralta Kitchen	per hour		See City's Facility Use Guidelines		See City's Facility Use Guidelines
	ii) Museum Auditorium / Multi-purpose room	per hour		See City's Facility Use Guidelines		See City's Facility Use Guidelines
<b>4</b>	<b>OTHER FEES:</b>					
	-- Attendant on Duty	per hour		\$ 35	\$ 167	\$ 167
	-- Liability Insurance	per use		Determined Separately Per Use, Per City's Facility Use Guidelines and Risk Management's Guidance		Determined Separately Per Use, Per City's Facility Use Guidelines and Risk Management's Guidance
	-- San Leandro Police Dept. Security	per hour		Per Police Rate Schedule		Per Police Rate Schedule
	-- Private Vendor Security	per hour		Actual Cost \$50 - \$250, depending upon room size		Actual Cost \$50 - \$250, depending upon room size
	-- Meeting Room Damage Deposit	flat				
	Equipment Rental	flat		See City's Facility Use Guidelines		See City's Facility Use Guidelines



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<b>5</b>	<b>CANCELLATION PENALTY: (Rooms)</b>					
	If cancelled more than 90 days prior to event:	flat	[3]	Determined Separately Per Use, Per City's Facility Use Guidelines		Determined Separately Per Use, Per City's Facility Use Guidelines
	If cancelled between 90 days and 30 days prior to event:	flat	[4]	Determined Separately Per Use, Per City's Facility Use Guidelines		Determined Separately Per Use, Per City's Facility Use Guidelines
	If cancelled between 30 days and 10 days prior to event:	flat	[5]	Determined Separately Per Use, Per City's Facility Use Guidelines		Determined Separately Per Use, Per City's Facility Use Guidelines
	If cancelled less than 10 days prior to event:	flat	[6]	Determined Separately Per Use, Per City's Facility Use Guidelines		Determined Separately Per Use, Per City's Facility Use Guidelines



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6	Change/Amendment/No Show Fee	flat	[7]	\$25 admin fee, per Amendment / Cancelation Form		\$25 admin fee, per Amendment / Cancelation Form
7	<b>Hourly Services and/or Services not Otherwise Listed</b>					
	During normal business hours	per hour		<b>New</b>	\$ 167	\$ 167
	After business hours	per hour		<b>New</b>	\$ 188	\$ 188

**Notes**

- [1] USERS are classified into the following groups for the purpose of determining applicable fees and charges.
  - Group Eligibility A: Programs administered by or for the City of San Leandro
  - Group Eligibility B: San Leandro non-profit organizations with ten or more members of whom at least 50% are San Leandro residents. (Non-profit fundraising events will be charged for actual operating costs, including staffing, utilities and security).
  - Group Eligibility C: Non-San Leandro Non-profit organizations which serve San Leandro residents. (Use of high-demand facilities limited to twice per year. Fundraising events will be charged for actual operating costs, including staffing, utilities, and security.)
  - Group Eligibility D: San Leandro resident individuals or groups using the facility for private purpose.
  - Group Eligibility E: Non-resident individuals using the facility for private purposes.
  - Group Eligibility F: San Leandro businesses with company facility located within San Leandro city limits.
  - Group Eligibility G: Non-San Leandro businesses, commercial groups, non-profit organizations, and all other non-resident groups.
- [2] RENTAL FEES are determined by group eligibility and facility used. Operations costs, liability insurance, and security fees may also be applicable. Minimum rental is two hours. Hourly rates are not prorated for parts of an hour.
- [3] Full refund of deposit and fees.
- [4] Forfeit full damage deposit.
- [5] Forfeit full damage deposit and one half (1/2) of all fees collected.
- [6] Forfeit all deposits and fees collected.
- [7] Changes to reservations (date/time/location) including "no shows" made within 30 days of the rental date will be charged a \$25 administrative fee.