

Room Rental 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 Hillsboro resident.
- The non-profit rate applies to private and public non-profit organizations.
- Fees for AV are charged only if staff assistance beyond general directions is requested.

Reservation Limits:

Library meeting rooms may be reserved up to 90 days in advance for a maximum of 3 reservations every 30 days. Groups using the Board Room for regular monthly meetings may reserve the Board Room up to 6 months in advance for a maximum of 3 reservations every 30 days; please see library staff for assistance.

Exceptions:

- Piano teachers are charged the non-profit rate for student piano recitals at the Main Library only.
- Library meeting rooms may be reserved, free of charge during Library hours, up to 1 year in advance without limit on the number of reservations for the following organizations: Friends of the Hillsboro Public Library, Library Foundation of Hillsboro, City of Hillsboro, Washington County Cooperative Library Services, Library sponsored series or events, governmental agencies, and Hillsboro School District Administration.

Community Room (1 st Floor)	Maximum Capacity: 180 standing or 84 seated.		Shute Park Library Meeting Room	Maximum Capacity: 80 standing or 57 seated.			
	Room Deposit	During Library Hours		After Library Hours	Optional:		
					AV Support	Set-up	Take-Down
Standard Rate	\$50	\$45/hour	\$100/hour	\$30/event	\$40/event	\$60/event	
Resident Rate	\$50	\$30/hour	\$85/hour				
Non-Profit Rate	\$0	\$0	\$40/hour				

Event Room	Maximum Capacity: 240 seated. Event room can be rented with the adjoining Caterer's Room for additional capacity of 40 standing or 18 seated.						
	Room Deposit	During Library Hours	After Library Hours	Optional:			
				Multipurpose Room	AV Support	Set-up	Take-down
Standard Rate	\$250	\$150/hour	\$280/hour	\$120/event	\$30/event	\$60/event	\$100/event
Resident Rate	\$250	\$120/hour	\$260/hour	\$120/event			
Non-Profit Rate	\$250	\$90/hour	\$130/hour	\$60/event			

Board Room	Maximum Capacity: 48 standing or 28 seated.		Multipurpose Room	Maximum Capacity: 40 standing or 18 seated.		
	Room Deposit	During Library Hours		After Library Hours	Optional: AV Support (Board Room Only)	
Standard Rate	\$100	\$60/hour	\$110/hour	\$30/event		
Resident Rate	\$100	\$50/hour	\$100/hour			
Non-Profit Rate	\$50	\$20/hour	\$60/hour			