



**RICHLAND
LIBRARY**

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Library Rental Space Information & Pricing:

Richland Library is proud to offer our community opportunities to meet in various spaces and locations throughout the county, free of charge. Library cardholders are able to make reservations for these spaces, online at RichlandLibrary.com.

For larger events that require a rental space, such as the Auditorium or Theater at Richland Library Main or the Auditorium at Richland Library Sandhills, we do have a fee structure in place that has been set by Library administration.

Please note:

- *Rental space reservations require a signed Memorandum of Understanding and payment at least two weeks prior to your event. This document outlines your event and specifies technology needs, room set-up requirements, catering information, etc.*
- *Any meeting, training, workshop or event held in library spaces must abide by our [Meeting Room Policy](#) which specifies that all meetings are open to the public and that groups are unable to solicit, sell, charge admission or ask for donations.*
- *The library cannot host rallies or campaigns for specific partisan political issues or candidates as well as performing arts groups, recitals, auditions or rehearsals unless sponsored or co-sponsored by the library.*

If you are interested in requesting a rental space with Richland Library, please review the pricing information and complete our Rental Space Inquiry form. A staff member will get back to you soon.

[Submit A Rental Request →](#)



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Rental Spaces at Richland Library Main:

The library offers a 25% discount off the total cost of booking for registered non-profit organizations or government agencies renting spaces at Richland Library Main. Waivers are considered on a case-by-case basis and approved by Library administration.

	1-4 Hours	4-8 Hours	After-Hour Rental	With Food	With AV
Main Auditorium	\$1,000.00	\$1,500.00	\$2,000.00	+\$300.00	+\$100.00 (1-4 hrs) +\$200.00 (4+ hrs)
Main Theater	\$500.00	\$750.00	Not available after hours	Food prohibited	+\$100.00 (1-4 hrs) +\$200.00 (4+ hrs)

Auditorium | First Level, Richland Library Main

Seating Capacity:

- 150 with chairs only
- 60-70 with tables and chairs

Equipment:

- three screens
- podium with microphone
- computer that projects on the screens



Food Service:

The food fee does not cover costs of providing food to your attendees. This is simply a charge to be able to have food in this space. *Catering recommendations available by request.*

Theater | Second Level, Richland Library Main

Seating Capacity:

- 60 inclined chairs, facing small 'stage'

Equipment:

- one screen
- podium with microphone
- computer that projects on the screen



Food Service:

Food is prohibited in this space and it is not available for after-hour rentals.



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Rental Space at Richland Library Sandhills:

The library offers a 25% discount off the total cost of booking for registered non-profit organizations or government agencies renting spaces at Richland Library Sandhills. Waivers are considered on a case-by-case basis and approved by Library administration.

Auditorium | Second Level, Richland Library Sandhills / R2i2

Rental Hours:

- Monday through Thursday, 9 a.m. to 7:30 p.m.
- Friday and Saturday, 9 a.m. – 5:30 p.m.
- Sunday, 2 – 5:30 p.m.

Seating Capacity: 270 auditorium-style chairs

Equipment:

- One screen
- Podium with microphone
- Additional microphone(s)
- computer that projects on the screen



	1-4 Hours	4-8 Hours	After-Hour Rental	With AV
Sandhills Auditorium	\$1,000.00	\$1,500.00	Not available after hours	+\$100.00 (1-4 hrs) +\$150.00 (4+ hrs)

Food Service:

Food is prohibited in this space and it is not available for after-hour rentals.