

Rental Policies

- The St. Helens Public Library staff makes and maintains the room reservation schedule. Call the Library at **(503) 397-4544** or email **shpl@sthelensoregon.gov** to reserve a room.
- Rooms are available for rent on a first come, first serve basis.
- Rooms are available to rent during Library operating hours. Using the rooms outside of operating hours, requires special arrangements to be ***made in advance***. The rate to use the rooms outside of these hours \$45 per hour, regardless of non-profit/educational institution/government agency status. **After-hours use is dependent upon staff availability.**
- Refreshments and arts and crafts are permitted, however the room must be left in the condition in which it was found.
- Damage to the room, or damage or theft of furnishings or equipment is the responsibility of the renter; they will be charged accordingly.
- If advertising an event, the Columbia Center must be named as the event location, not the St. Helens Public Library.

Available Hours

Monday-Thursday	9:30 a.m. - 7 p.m.
Friday	9:30 a.m. - 5 p.m.
Saturday	9:30 a.m. - 2 p.m.
Sunday	Closed

To rent rooms outside of the above hours, arrangements must be made in advance with the Library Director. Approval for after-hours use is dependent on available staff.



St. Helens Public Library

St. Helens Public Library
375 South 18th Street
St. Helens, OR 97051
Tel: (503) 397-4544
shpl@sthelensoregon.gov

Columbia Center



Meeting Room Rentals



Armstrong Room

300 square feet, seats 12 meeting-room style

Amenities:

- Flexible room layout
- Medium and small table with 10-14 chairs
- Kitchenette with sink, mini-fridge, microwave and coffee maker
- Glass door to the foyer and solid door to the hallway

The Armstrong Room is ideal for smaller meetings and work sessions. The flexible room layout supports anything from group discussions around a table to bridal showers and individual yoga workouts. Make your meeting attendees feel welcome with our kitchenette, which includes a sink, mini-fridge, and coffee maker. Local art gives the room a Pacific Northwest vibe, and doors on different walls allow for multiple traffic flow possibilities.

Auditorium

1000 square feet, seats 85 auditorium style

Amenities:

- Auditorium-style seating
- Some chairs have attached tabletops that can be folded down
- Projector screen (projector not included)
- Moveable podium
- Large boardroom table with 10 chairs
- Recessed power outlets
- Curtains and multiple light banks
- Entrance via the hallway or the porch

This beautiful room is perfect for board meetings, film screenings (with public performance rights), and lectures. Bring your own projector and speakers and make use of our large, automated screen and the recessed power outlets. Curtains and multiple light banks allow you to set the room's brightness for your purpose. The podium can be easily wheeled away after your speaker is introduced, and meeting attendees can take notes using the flip-up tabletops and then stow them when it's time for a breakout session.



Rates

There is no fee for registered non-profits, public education or government agencies to use the rooms during **open hours**. Non-profits must provide their tax-exempt number on the room reservation form.

Armstrong Room

- \$20/hr
- \$50/half day (4hrs)
- \$95 all day (open hrs)

Auditorium

- \$25/hr
- \$75/half day (4hrs)
- \$150 all day (open hrs)

Both Rooms

- \$40/hr
- \$110/half day (4hrs)
- \$210 all day (open hrs)

After Hours

- \$45/hr— all users