
I can see the different meeting rooms that are available online, but the website says I need contact the library to reserve them. Why is that?

Meeting rooms have a different, more detailed reservation process than study rooms do. Because we have a variety of spaces, it's important to understand the needs of each individual or group when determining which room works best for them along with date and time availability. To keep this process streamlined, meeting rooms will always be reservable via contacting the library, as opposed to self-booking a space.

How do I reserve a meeting room or study room?

Reservations for meeting rooms are made through contacting library staff. To reserve a room and inquire about availability, patrons can call the library's main line (319-377-3412) or email events@marionpubliclibrary.org. All inquiries regarding meeting rooms are typically responded to within 24-48 business hours. Study room reservations can be made on the library's website (www.marionpubliclibrary.org/reserve).

Do I need to have a library card to reserve a meeting room or study room?

All patrons who reserve a meeting room are required to have a library card. We do this for a few reasons. Our meeting rooms are an "item" you can check out or put on hold, just like you would with any materials you'd find in the library. This also ensures that your room is reserved for you and/or your group; having a library card serves as another form of identification when you check in for your reservation.

When reserving a study room online, our system will ask you for your library card number. If you do not have a library card with us, you can make an in-person reservation at a staff desk and leave your identification at the desk to hold your room.

How far out can I reserve a room?

Meeting rooms can be reserved no more than three (3) months in advance. For example, if you were interested in reserving a room in May, the soonest you would be able to book the space would be February 1. Study rooms can be reserved no more than one (1) week in advance.

How often can I reserve a meeting room at the library?

Meeting rooms can be reserved by a group no more than once a month. Exceptions can be made at the discretion of library management. Study rooms can be reserved by patrons twice a day in a two-hour time block.

How much does it cost to reserve a meeting room?

Our Meeting Rooms Policy contains any costs associated with our meeting rooms and is reviewed regularly by our Policy Committee and Board of Trustees. You can find a copy of this policy by visiting www.marionpubliclibrary.org/policies.

Am I allowed to reserve a meeting room for birthdays, showers, etc.?

Yes! We welcome a variety of special events at the library and are more than happy to walk through the different types of amenities and features we offer within our spaces.

Can I bring food and drink into library rooms?

Food and drink are allowed in library meeting rooms. Drinks with lids are allowed in study rooms, but food is not permitted.

Can I hang signs, banners, or decorations in and around the library?

The library does not allow the promotion or advertisement of any brand or event other than the Marion Public Library brand. No signs, banners, promotional materials, or decorations may be fastened to any surface in the library's meeting and study rooms. Any displays or promotional materials must be displayed or take place solely within the reserved space.

What A/V equipment does the library provide?

Projectors are available in the Boardroom, Community Room, Community Room A, and Community Room B. Microphones are available in the Community Rooms. Several study rooms are equipped with monitors.

It is the patron's responsibility to verify the A/V equipment meets their needs. Library staff will show meeting room users the A/V control system and provide information to operate its components from the control panel. It is the patron's responsibility to become familiar with the

control panel to operate the equipment needed; library staff will not monitor equipment during room reservations.

**I reserved the Community Room/Community Room B for my group.
Can I use the culinary kitchen?**

Patrons can use the sink, countertops, and outlets in the culinary kitchen. All kitchen appliances, as well as the contents of the kitchen cabinets and island, are reserved for culinary programming and are not available for patron use.