

Library Meeting Rooms

The Library has two Meeting Rooms for public rental. Below is basic information regarding both rooms. Capacity depends on the number of chairs and tables used and how the room is arranged for each event. Reservations must be made during the library's normal business hours.

Reservations are approved once all completed forms have been turned in and you have received a confirmation email/phone call.

Library Hours

Mon – Wed 9:00 a.m. - 8:00 p.m. * *Scheduled events need to conclude 30 minutes prior to library closing.*
Thu – Sat 9:00 a.m. - 5:00 p.m.
Sun 12:00 p.m. - 5:00 p.m.

<u>Room Reservation Rates</u>	<u>Room A</u>	<u>Room B</u>
Tempe Resident or Not-for-Profit Group	\$30.00/hr	\$10.00/hr
Non-Resident	\$60.00/hr	\$20.00/hr
For-Profit Group	\$120.00/hr	\$40.00/hr

Definitions:

Not-for-Profit Group: Any non-profit 501(c)(3) or other not-for-profit organization.

Resident: A resident of Tempe (a business address does not qualify), reserving a facility for personal use.

Non-Resident: Any non-Tempe resident reserving a facility for personal use.

For-Profit Group: Any business or for-profit entity; anyone who charges for his/her services provided in the reserved facility.

CITY OF TEMPE FACILITY USE POLICIES:

<http://www.tempe.gov/home/showdocument?id=15711>

Equipment Available *Equipment is dependant on availability.

Tables and Chairs

Podium with Microphone

Projector Screen

Podium Laptop Connections for Presentations

Aux cable for Audio playback

*Whiteboard

*Access to Kitchenette

Meeting Room A (Multi-purpose Room)
Capacity: 50 - 150



Towards Front of Room (Wide View)



Front of Room



Towards Back of Room (Wide View)

Meeting Room B (Large Class Room)

Capacity: 25 - 50



Towards Front



Kitchenette

To Reserve a library meeting room or to check availability

Please contact the library at 480-350-5500 or email tplmeetingrooms@tempe.gov

FAQ's

Q: How do I reserve a meeting room?

A: Please contact the library at 480-350-5500 or email tplmeetingrooms@tempe.gov

Important information to have on hand: Dates, times, and number of people expected.

Q: Can I see the room before I make a reservation?

A: Please contact the library at 480-350-5500 or email tplmeetingrooms@tempe.gov

Q: Do you allow food?

A: Yes. You may bring food or have your event catered by an outside business. You can also contact the Connections Café at 480-350-5490 to have your event catered.

Q: How will I pay for my reservation?

A: Most people choose to pay for the reservation on the day of the event by visiting the Customer Accounts/Cashier window on the main floor of the library. Payments can be made by cash, check, or credit card (Visa/Master Card/Discover). Payments by invoice and check can be made upon request.

Q: Do you allow walk-ins for meeting rooms?

A: Walk-ins and same day reservations may be granted with library management approval.

Q: How far in advance can I make a reservation?

A: Reservations can be made anytime during the current calendar year.

Q: Can I put up posters or flyers for my event at the library?

A: No, only approved events in partnership with the library can be posted within the library.

Q: Are there any other rooms available for reservation?

A: Meeting Rooms A and B are the only rooms that can be reserved in the library. The library does have eight study rooms that can accommodate between one-eight people. These rooms are used on a first-come first-serve basis with a maximum of two hours usage time per day. You can also check out our Neighborhood Facilities list for other locations with rooms for reservation.

Neighborhood Facilities:

Clark Recreation Center	1730 S. Roosevelt St., Tempe 85281	480-350-5287	www.tempe.gov/recreation
Edna Vihel Activities Center	3340 S. Rural Rd., Tempe 85282	480-350-5287	www.tempe.gov/arts
Escalante Community Center	2150 E. Orange St., Tempe 85281	480-350-5800	www.tempe.gov/escalante
North Tempe Multi-generational Center	1555 N. Bridalwreath St., Tempe 85281	480-858-6500	www.tempe.gov/northtempe
Pyle Adult Recreation Center	655 E. Southern Ave., Tempe 85282	480-350-5211	www.tempe.gov/pyle
Tempe History Museum	809 E. Southern Ave., Tempe 85282	480-350-5100	www.tempe.gov/museum
Westside Multi-generational Center	715 W. 5th St., Tempe 85281	480-858-2400	www.tempe.gov/westside