Community Room
- Maximum Occupancy of 90
- 6 folding tables
- Speaker’s podium
- Projection Screen
- Overhead Digital Projector
- DVD player with monitor
- Wireless Internet Access
- Sink / counter
- Patio access

Solarium Conference Room
- 2 Conference table seats up to 12
- Wireless Internet Access
- White board and projection screen

Library Hours
Mon-Tue-Wed... 12 P.M – 8 P.M.
Thu-Fri-Sat...... 10 A.M – 6 P.M.
Sunday.......... 1 P.M – 5 P.M.
Who is eligible to use the meeting rooms?
Nonprofit community organizations can reserve Library meeting rooms for informational, educational or cultural meetings and events. All meetings and events must be noncommercial in nature and open to the public.

What are the fees?
If the representative of the organization using the room has a valid Monterey Public Library card, there is no charge. If the meeting room is reserved by someone who does not have a library card, meeting room fees are:
- **Community Room**: $10 per hour up to $50 per day.
- **Solarium Conference Room**: $5 per hour up to $25 per day.

Fees must be paid in advance. Meeting room fees are nonrefundable. Credit for meetings that are cancelled at least 48 hours in advance may be applied to future bookings by the same organization within six months.

Can my group charge admission fees?
With prior written approval of the Library Director, a nominal donation may be requested to cover the cost of meeting room fees, refreshments or supplies.

When are the meeting rooms available?
The rooms are available for use during Library open hours. Groups are expected to relinquish the room at the conclusion of the reserved time. All meetings must end at least 15 minutes before the Library closes.

How do I apply for use of a meeting room?
All organizations must complete an application form and receive the Library Director’s approval before reserving a room. Proof of nonprofit status is required. You may download an application form by clicking on Meeting Rooms under the About Us tab at www.monterey.org/library

How do I request a meeting room reservation?
After your application is received, you may request meeting room reservations on the Library Web site at www.monterey.org/library. Your organization may request up to two advance reservations in each calendar month, and up to two additional reservations less than 30 days before the date of each event. Your reservation is not approved until it a confirmation email has been sent by the Library. Please allow 48 hours for approval of your reservation. Reservations for the following calendar year open in the fall. Organizations are notified in advance. The Library will make every effort to avoid asking you to reschedule or cancel meetings. However, reservations must occasionally be rescheduled or cancelled because of Library or City programs, Library closures or other unusual circumstances.

What facilities are available in the rooms?
The Community Room has a sink and countertop for serving refreshments. Please bring your own coffee pots and cleaning supplies. The room has folding chairs and 6 folding tables. You may use a DVD player and monitor, overhead digital projector and a projection screen by advance request. Free wireless access is available in both rooms. You are responsible for the condition of the room, furnishings and equipment while the room is checked out to you.

Are there other rules for use of meeting rooms?
- At the close of your meeting, you must complete a Meeting Facility Closing form and return it to the Library Help Desk before leaving.
- You must leave the rooms, including the furniture arrangement, as you found them.
- The Community Room has a maximum capacity of 90. The Solarium Conference Room has a maximum capacity of 12. Organizations using the meeting rooms are responsible for enforcing these fire safety limits.
- A stage is stored in the Community Room. For safety reasons, this stage is not available for non-Library events.
- Publicity for your meeting or event (flyers, news releases, etc.) should clearly state your organization’s sponsorship, provide a name and phone number for contacting your organization, and include the following sentence: This program is not sponsored or endorsed by Monterey Public Library or the City of Monterey. You must supply a copy of all publicity materials to the Library upon request. Failure to comply may result in a loss of future meeting room privileges.
- Meeting room users are responsible for complying with City of Monterey parking rules and regulations. The Library cannot provide permits for extended parking.
- Alcoholic beverages and smoking are prohibited on Library premises.

Information:
www.monterey.org/library
Library Administration Office
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