



The Meeting Center at McAllen Public Library

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Black Iron Cafe is now our EXCLUSIVE CATERER for all events held in the Meeting Center at McAllen Public Library.

Details at *http://bit.ly/mplcafe*

RESERVATION REQUEST FORM

Requests must be submitted *at least 14 days* in advance.

PART I

Today's Date: _____ Est. # of Attendees: _____

Event Name: _____

Event Date(s) _____ Event Time(s)¹: _____

Your Room/Space Preference: _____

AV Needed²: _____

¹ Each room rate purchases one 4-hour block of time, which includes time for setup and teardown. You can setup when your reservation begins.

² For AV, clients are responsible for bringing their own laptop.

CONTACT INFORMATION

Your Name: _____

Your Phone #: _____ Your Email: _____

Your Organization (if applicable): _____

Your Mailing Address: _____

What Rate Do You Qualify For? (Mark one.)

____ **Standard:** Private citizens, private foundations or businesses.

____ **Nonprofit:** Groups or organizations eligible for tax-exempt status under sections 501(c)(3) or proof of nonprofit status. Please send us a copy of your exemption letter with this reservation request, preferably via email. Your request will not be processed until we receive your exemption letter.

PLEASE CONTINUE TO PART II



PART II—ROOM SETUPS

Conference Rooms A & B Setup option: Fixed for 16 people. Tables and chairs cannot be added or removed.



Conference Room A



Conference Room B

Board Room Setup option: Fixed for 18 people. Tables and chairs cannot be added or removed.



Meeting Rooms A & B Event's Furniture Setup. Mark one³:

Presentation Style (Tables): Rows of tables facing the drop down screen.
Number of seats: 40 (A or B separately), 80 (A & B together)



Presentation Style (No Tables): Rows of chairs facing the drop down screen.
Number of seats: 98 (A or B separately), 196 (A & B together)



Squares of 4: Each square is a table with seating for 4.
Number of seats: 40 (A or B separately), 80 (A & B together)



Empty Setup: Room will be empty of tables and chairs. You are responsible for the special arrangement of library-owned furniture for your event.

³ For events held in outdoor areas, customers must provide and set up their own furniture & AV equipment. Indoor areas come with a fixed or built-in arrangement of furniture & AV equipment, with the exception of Meeting Rooms A & B. These two spaces have fixed AV but variable furniture. See Meeting Center brochure for complete details.

If my request is approved, I understand that I must return a signed Rental Agreement and payment⁴ in full no later than 14 days from the date Library Staff send me the Agreement and invoice. Failure to do so will result in cancellation of my reservation request. I understand that if I exceed the contracted time, an additional fee shall be prorated to 25% of the total reservation fee.

⁴ We accept checks or money orders only, payable to McAllen Public Library.

 (my initials)