The Meeting Center

at McAllen Public Library

Meeting Center Rental Hours

Mon-Thu	9AM-8:30PM
Fri-Sat	9AM-5:30PM
Sun	1PM-8:30PM

rise & shine CAFÉ

Rise & Shine Café is our Exclusive Caterer!
Details: bit.ly/mplrise

Welcome to the Meeting Center at McAllen Public Library!

Located in the heart of north McAllen, the Meeting Center is a place where people & ideas meet & connect. As such, it is an ideal setting for your professional or social event.

Whether you are holding a broad business conference or a personal family reception, our plentiful spaces offer a contemporary locale for your occasion. McAllen Public Library's friendly staff will assist you in taking full advantage of our facilities and state-of-the-art technology.

All room rentals are in 4-hour time blocks. Requests must be submitted at least 7 days in advance, and can be booked up to 3 months prior to event. Meeting Rooms A&B are closed on Sundays.

GALLERY AREAS

Auditorium: *Theatre-style seating with a small stage. Ideal for lectures & presentations. No live music. No food/beverages allowed.*

Standard: $230 │ **Non-Profit:** $102
Seating Capacity: 176
AV: Projector, drop down screen, sound system, variable lighting, wireless microphone, podium with HDMI & USB-C laptop connections. *If you require a different adaptor for a laptop connection, you must provide your own that can connect to an HDMI or USB-C connection.*

Meeting Rooms A or B: *Ideal for conferences, receptions, lectures, or presentations. Food/refreshments must be catered by Rise & Shine Cafe. *Meeting Rooms A&B are closed on Sundays.*

Standard: $144 │ **Non-Profit:** $64
Seating: Varies, see below
AV: Projector, drop down screen, sound system, and podium with HDMI and USB-C laptop connections. No microphones available. *If you require a different adaptor for a laptop connection, you must provide your own that can connect to an HDMI or USB-C connection.*

- **Presentation Style (Tables):** Rows of tables facing drop down screen. Seats: **40** (A or B separately), **80** (A & B together)
- **Presentation Style** (No Tables): Rows of chairs facing drop down screen. Seats: **60** (A or B separately), **120** (A & B together)
- **Squares of 4:** Each square is a table with seating for 4. Seats: **40** (A or B separately), **80** (A & B together)

Conference Rooms A or B: *Conference-style seating with a fixed layout, tables cannot be rearranged. Food/refreshments must be catered by Rise & Shine Cafe.*
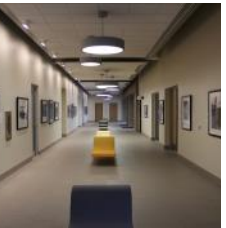

Standard: $44 │ **Non-Profit:** $20
Seating Capacity: 16
AV: Wall-mounted 64" HDTV with HDMI and USB-C laptop connections. *If you require a different adaptor for a laptop connection, you must provide your own that can connect to an HDMI or USB-C connection.*

Lobby Gallery Area*: *A corridor running from the Library's entrance lobby to the Auditorium entrance. Public has access during regular library hours. Food/refreshments must be catered by Rise & Shine Cafe.*

Standard: $275 │ **Non-Profit:** $121
Seating Capacity: 16

Must be rented in conjunction with the Auditorium or a Meeting Room.

ADULT AREAS

Board Room: *A beautifully appointed meeting room with executive-style seating. Food/refreshments must be catered by Rise & Shine Cafe.*
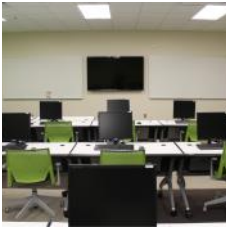

Standard: $100 | **Non-Profit:** $44
Seating Capacity: 18
AV: Wall-mounted 64" HDTV with HDMI and USB-C laptop connections. *If you require a different adaptor for a laptop connection, you must provide your own that can connect to an HDMI or USB-C connection.*

Electronic Classrooms A or B: *Each features audiovisual equipment for multimedia instruction, presentations, and lectures. No food/beverages allowed.*

Standard: $113 | **Non-Profit:** $50
Seating Capacity: 20 computer workstations
AV: Wall-mounted 64" HDTV with HDMI and USB-C laptop connections. *If you require a different adaptor for a laptop connection, you must provide your own that can connect to an HDMI or USB-C connection.*

OUTDOOR AREAS

Fountain Circle & Mall*: *The Fountain Circle buttresses the grand canopy over the Library's entrance and the Mall extends outward from the Fountain Circle into the parking lot area. Food/refreshments must be catered by Rise & Shine Cafe.*

Standard: $625 | **Non-Profit:** $275

*This area requires library administration approval prior to booking. For submitting a request, please email event details to: librarymeetingcenter@mcallen.net.

All food catering services must be provided by the Rise & Shine Cafe, the EXCLUSIVE CATERER for The Meeting Center at McAllen Public Library. Catering requests must be made at least seven (7) business days prior to the event from Monday through Saturday. No food allowed on Sundays. Outside food and beverage (including water) is not allowed. Details: bit.ly/mplrise

Ready to reserve a space at the Meeting Center? Initiate the process by submitting a Reservation Request online at www.mcallenlibrary.net/spaces/meetingcenter. Full payment will be required at time of booking your rooms. Only Visa debit/credit card payments through our online portal are accepted.

Rental Rates

Area	Standard	Non-Profit
Gallery Areas		
Auditorium	$230	$102
Meeting Room A	$144	$64
Meeting Room B	$144	$64
Meeting Room AB	$288	$128
Conference Room A	$44	$20
Conference Room B	$44	$20
Lobby/Gallery Area	$275	$121
Adult Areas		
Board Room	$100	$44
Electronic Classroom A	$113	$50
Electronic Classroom B	$113	$50
Outdoor Areas		
Fountain Circle & Mall	$625	$275

What Rate Do You Qualify For?
The Library defines standard and non-profit entities as:

- **Standard entity:** Private citizens, private foundations or businesses.
- **Non-Profit entity:** Groups or organizations eligible for tax-exempt status under sections **501(c)(3)** or proof of non-profit status.

Fees are non-negotiable. A discount applies to nonprofit entities when the group or individual submits a copy of a current proof of **nonprofit** exemption to Library Staff.

Event Possibilities
The exceptional quality of our rooms provide event organizers, exhibitors, and the public with flexibility for a variety of events, such as:

- Exhibitions
- Training & workshops
- Presentations
- Dinners and parties
- Meetings, seminars & conferences

Details:
Each rate purchases one **4-hour block of time**, which includes time for setup & teardown of whatever furniture, equipment, and/or materials you might bring to the event. You can setup when your reservation begins.

SCHEDULE AN APPOINTMENT:
Want a tour of our Meeting Center?

Schedule an appointment with Library Staff by emailing us at: librarymeetingcenter@mcallen.net