

Frequently Asked Questions

1) My organization has used library meeting space six times this year. I understand that this is the maximum we are allowed, but I see lots of meeting room availability on the calendar? Why can't we use the space?

Library meeting room rentals are intended for occasional use. By limiting the number of times an organization can rent library space we are allowing for the maximum number of groups and residents to use our space. This also allows for flexible seasonal library programming.

2) Why does the room rental policy limit groups to 6 rentals per year?

The primary purpose for the Library meeting and conference rooms is to accommodate current and future Library programming needs. This includes use by Reading Public Library, the Board of Library Trustees, Friends of the Reading Public Library, and Reading Public Library Foundation. .

3) Why are days grayed out on the calendar?

Days are grayed out on the calendar because either the booking deadline has been reached OR the room is booked for another event and not available for use. Rooms must be booked five business days in advance.

4) How do I get help with my audio visual hook up?

Technical help can be requested up to seven days in advance of an event, there is a \$30 fee for this service. There are also AV directions listed in each meeting room.

5) Are there other rooms in town that I can rent?

Yes! Here are some suggestions:

Pleasant Street Center:

<https://www.readingma.gov/pleasant-street-center/pages/room-rentals>

Reading Public Schools:

<https://www.reading.k12.ma.us/departments/facilities/facilities-rentals/>

Unitarian Universalist Church of Reading:

<https://uureading.org/about-us/rental/>

Northern Bank:

<https://www.nbtc.com/locations/reading-110>

Small Study Spaces:

Woburn Public Library:

<https://woburnpubliclibrary.org/services/room-booking/>

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