



The Meeting Center at McAllen Public Library

4001 N. 23rd St., McAllen, TX 78504

956.681.3000

librarymeetingcenter@mcallen.net

Reservation Request Form - Requests must be submitted *at least 14 days* in advance.

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

Event Name: _____

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

Your Room/Space Preference: _____

AV Needed?: _____

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: _____

Event's Furniture Setup - **for MEETING ROOMS A & B only. 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)

____ **Special Setup:** 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.

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.

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)