

Champaign Public Library
Meeting Room F.A.Q.

Most-Frequently-Asked Questions

Can I book a room for two or three days in a row?

Yes. The library allows up to three reservations per group at a time. (This is an update to our Meeting Room Policy, made in August 2009.)

Why can't I make a reservation for tomorrow?

The library requires 48 business hours advance notice for all room reservations. This gives us time to schedule staff for room set-up.

Can I have a baby shower, family reunion, or office party at the library?

No, library meeting rooms are only for meetings, seminars, training sessions, etc. Parties are not allowed.

What equipment do I need to connect to the library projector?

You must supply your own laptop and cords to connect to our Infocus projection units. For audio, bring a 3.5 mm standard audio cord. For video, you'll need a male to male VGA cord. VGA cords can be purchased at our Checkout Desk for \$10.

Reservations & Fees

How far in advance can I book a meeting room?

You can book up to 90 days ahead.

What are the "grayed out" times on the meeting room schedules?

One hour is automatically added before and after each reservation to give library staff time to change the room setup. If you are paying a fee for the room, there is no charge for this additional time.

I do not have an e-mail address; can I book a room?

An e-mail address is required to book a library meeting room. You can set up a free email address by going to gmail.com or yahoo.com. Library computers are available for public use.

Why can't I make a reservation for tomorrow, when there is space available?

The library requires 48 business hours advance notice for all room reservations. This gives us time to schedule staff for room set-up.

Can I book a room in advance for my monthly club meetings?

We allow three reservations per group at a time. As soon as you have completed a meeting, you may make another reservation.

Can I book a room for two or three days in a row?

Yes. The library allows up to three reservations per group at a time. (This is an update to our Meeting Room Policy, made in August 2009.)

Can I book several of your rooms on the same day for break-out sessions?

Yes. You can have up to three reservations in place, so you may book up to three rooms. (This is an update to our Meeting Room Policy, made in August 2009.)

Can I book a meeting room for only two people?

Yes, meeting rooms are available for any size group within the limitation of room capacity. Study rooms are also available on the 1st and 2nd floors of the library to accommodate small groups. These are available on a first-come, first-served basis during open hours. Study rooms have a table and four chairs.

What is the room capacity for Robeson Pavilion Rooms A, B, and C?

A&B combined:

Open Room: 140 (no chairs)

Auditorium: 120 (chairs in rows)

Boardroom: 44 (tables arranged in a rectangle)

Classroom: 64 (seating on one side of table only)

Conference: 80 (seating on both sides of tables)

A or B:

Open Room: 75 (no chairs)

Auditorium: 50 (chairs in rows)

Boardroom: 24 (tables arranged in a rectangle)

Classroom: 32 (seating on one side of table only)

Conference: 48 (seating on both sides of tables)

Room C:

Open Room: 50 (no chairs)

Auditorium: 45 (chairs in rows)

Boardroom: 20 (tables arranged in a rectangle)

Classroom: 30 (seating on one side of table only)

Conference: 40 (seating on both sides of tables)

Fees & Payments

Is there a charge to use the meeting rooms?

If you are a not-for-profit group based in Champaign, there is no fee for the rooms. A member of your group with a Champaign Public Library card will need to use their card to book the room. If you do not have a Champaign address, or are a for-profit organization, see our fee schedule. All groups are charged a \$25 fee to use the kitchen, and a \$25 fee for special setups.

How can I pay for my room?

You can call our Administration Office at 217/403-2050 and provide your credit card information. Or visit the office to pay with cash, check, or credit card. The office is open weekdays from 9 am to 5 pm, and is located on our third floor; take the elevator up. You can also pay at our Checkout Desk any time the library is open. Be sure to tell the clerk the date and time of your meeting to receive proper credit.

Can I charge admission?

Meetings at the library must be free and open to the public. No admission fees or donations may be required or solicited from meeting attendees.

Food & Types of Events

Can I have food in the meeting room?

Food is allowed only in the meeting rooms on the first floor (Robeson Pavilion A, B and C). Please note that no heating devices are allowed, such as chafing dishes, coffee makers, crock

pots, etc. We suggest food such as bagels, box lunches, cookie trays, and coffee in air pots. Latté Da!, the café in the library, can cater your event; call 356-JAVA (5282).

In the meeting rooms on our second floor (Library Friends and Foundation Conference Rooms), only covered drinks are allowed.

Can I have a baby shower, family reunion, or office party in a meeting room?

No, library meeting rooms are only for meetings, seminars, training sessions, etc. Parties are not allowed.

Can I book a room for a Tupperware party, or other sales event?

Retail sales are not allowed in library meeting rooms.

Technology: Presentations & Microphones

What equipment is provided in the meeting rooms?

We have a ceiling mounted Infocus projection unit and a projection screen in all of our meeting rooms. However, you need to provide your own laptop and cords to connect to the projector (see below). There is a microphone on the podium in Robeson Rooms A, B, and C.

Can I display a PowerPoint presentation?

Yes, but you must supply your own laptop and cords to connect to our Infocus projection unit. For video, you'll need a male to male VGA cord. For audio, bring a 3.5 mm standard audio cord. VGA cords can be purchased at our Checkout Desk for \$10. The library cannot provide laptops.

Can I play a DVD in the meeting room?

Yes, but you must supply your own DVD-enabled laptop and cords to connect to our Infocus projection unit. For video, you'll need a male to male VGA cord. For audio, bring a 3.5 mm standard audio cord. The library cannot provide laptops.

Do you have a TV and/or VCR available?

No, the library does not have this equipment available to loan.

Do you provide wireless microphones?

No, we do not provide wireless mics. You may use our podium microphone (available only in Robeson Rooms A, B, and C).

What kind of microphone connections are there?

Robeson Rooms A and B have XLR wall ports connecting to the built-in sound system.

Do you provide recording capabilities?

No, we do not provide recording equipment.

Set-up, Furniture, Signs & Promotion

Can I get into the library before it opens, to set up for my meeting?

No, access is allowed only during library hours, which are weekdays 9 am to 9 pm, Saturdays 9 am to 6 pm, and Sundays 1 to 6 pm. If you wish to meet shortly after the library opens and need to do setup, please take that time into account and schedule your meeting to begin once setup is complete.

How long are the tables in the meeting rooms?

The tables are six feet long. Each table seats two persons.

What is considered “special setup” in the booking procedure?

Any revision to one of the setups illustrated under each room is a “special room setup,” with the exception of asking for a registration table in the room. If you’d like this, please let us know under “Notes” when you reserve your room

Can you move the podium in Robeson Pavilion Room A & B?

No, the podium in A & B is in a stationary location.

Can I have a table in the library lobby to register my meeting attendees?

Any activities of your group must be contained within the room you have reserved. When you book the meeting room, please request a registration table, to be placed inside your meeting room near the entrance.

Can you supply a flip chart and markers for my meeting?

No, we do not supply flip charts, markers, etc. However, there is a white board in each meeting room.

Can I display posters, etc., inside the meeting room?

You may bring your own easels and tabletop or freestanding displays. Materials cannot be attached to walls, doors, or other surfaces.

Can I place a poster advertising my meeting in the library lobby?

All meeting signs and posters must be inside the meeting room and cannot be placed anywhere outside the door. Signs listing upcoming meetings are posted by the library, near each meeting room door.

Can you advertise my event in the library newsletter, or on the lobby TV?

No, the library cannot provide advertising for outside groups.

Reserve a room or cancel your booking online at champaign.org.

Questions? Call 217/403-2050 during weekday business hours.