

## Reservations for the Auditorium and Conference Room

Advance reservations for the auditorium and conference room are essential. Please call 367-4069 for more information.

Reservations must be made by phone or in person at the Children's Department Question Desk on the ground floor of the library. Your reservation is not confirmed and entered in the meeting room schedule until a contract has been completed, signed, and returned to the Question Desk by a member of your group.

Long-term use of either room by individual groups is limited to once a month. More frequent use for a short term can sometimes be arranged for daytime meetings.

If your group meets regularly or has a series of meetings planned, you may make reservations for up to one year in advance. The library will review annual bookings each summer and will attempt to give groups with regularly scheduled meetings the same night of the month from year to year.

In order to meet the heavy demand, the library monitors the use of our meeting rooms. Groups that make reservations but fail to show up, cancel the day of the reservation, have extremely small attendance, or do not follow library policies, may be denied use of our meeting rooms.

The library makes every possible effort to honor long-term reservations, but it is impossible to plan library programs a full year in advance. Although it almost never happens, the library reserves the right to cancel prior reservations when meeting rooms are needed for library or city purposes. Cancellations will be made at least six weeks prior to any event.

## Reservations for the Study Rooms

Advance reservations for study rooms are suggested but not required. Reservations must be made by phone or in person at the Adult Department Reference Desk on the second floor of the library. Please call 367-4405 for more information.

Study rooms may be booked for up to two hours at a time. Reservations may be made one week in advance. If the group scheduled to use the room does not show up within 15 minutes of the reserved start time, the room may be given to others who request it.

## Child Care

If people attending your function plan to bring their children to the library, please remind them that your group is responsible for supervising children during the meeting.

If your group is sponsoring an event for children, please be sure that the group supervisors do not leave the library until all children have been picked up by their parents or caregivers.



**The Urbana Free Library**

210 West Green Street • Urbana, Illinois 61801  
217 / 367-4057 • [urbanafreelibrary.org](http://urbanafreelibrary.org)

### LIBRARY LOCATION

- On Green Street in Downtown Urbana.
- Just south of Busey Bank and west of Lincoln Square Village.

### LIBRARY PARKING

- Metered lots near the library.
- Free parking in the Busey Bank lot on weekends and after 4:00 p.m. on weekdays. (Thank them when you see them.)
- City parking along streets and in the parking deck.

### LIBRARY TELEPHONE NUMBERS

Circulation (renewals) ..... 367-4057  
Adult Reference Desk ..... 367-4405  
Children's Question Desk ..... 367-4069  
Archives ..... 367-4025  
Administration ..... 367-4057  
TTY for hearing-impaired ..... 367-4405

### HOME PAGE & ONLINE CATALOG

[urbanafreelibrary.org](http://urbanafreelibrary.org)

### LIBRARY HOURS

Adult and Children's Departments

9 AM - 9 PM	Mon-Thurs
9 AM - 6 PM	Fri-Sat
1 PM - 5 PM	Sun

Archives

9 AM - 5 PM	Mon-Sat
1 PM - 5 PM	Sun

Closed major holidays.

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Cover art: Thanks to artist Christopher Evans, for permission to reproduce his original pencil illustration of The Urbana Free Library. Prints available from Old Vic Art Gallery in Champaign.

## Using the Library Meeting Rooms

The Urbana Free Library



*Urbana's friendly,  
old-fashioned, high-tech  
public library.*

## Welcome to the Library Meeting Rooms

The library provides groups free use of the Lewis Auditorium and the Satterthwaite Conference Room when they are not needed for library purposes. Two study rooms located on the second floor are also available for very small groups.

## Eligible Events

The auditorium and conference room located on the ground floor are available for free events sponsored by non-profit groups.

Your group may not charge admission, take up collections or donations, or buy and sell.

Any person from the general public must be welcome at any event. Non-members may not be excluded from club functions.

Private meetings or parties may not be held in the auditorium or conference room.

## Hours Available

The auditorium and study rooms may be used whenever the library is open. The conference room is available on evenings and weekends when the library is open. See the hours listed in this brochure.

Please schedule your event so that it does not begin at the exact time the library opens. This will allow you time to set up the room and allow your participants time to enter the library and locate the appropriate meeting room.

Plan your event to end so that your group is out of the meeting room at least 15 minutes before the library closes. Allow yourself enough time to put away furniture and clean up the room.

## Using the Auditorium

The auditorium will hold about 80 people. If your group is small, the library reserves the right to move your meeting to the conference room.

The following items are available for your use:

- 80 chairs
- 24 tables
- a lectern
- a projection screen
- an audio-visual cart with an extension cord
- a small grand piano

Chairs and tables are housed in the center closet in the auditorium and are available for you to set up for your meeting. All furniture should be returned to the closet after each use.

The library is unable to provide audio-visual equipment or a public address system for your use. Your group may bring its own audio-visual equipment, but the library does not provide staff to assist you with your equipment.

The library takes special care to keep the piano in good condition. It is tuned on a regular basis. Please do not move it or place objects on it.

You may serve food or beverages in the auditorium if you will be responsible for cleaning up afterward. Limited kitchen facilities include a refrigerator and sink for your use. Red, orange, or purple beverages stain carpets and may not be served in the auditorium. The library will charge your group for any spills which require cleaning.

The restrooms located in the hall behind the auditorium are accessible to people with disabilities and are equipped with baby changing tables.

The outside door in the hall behind the auditorium serves as an emergency exit only. This door will always be locked and alarmed; please enter and exit through the library.

## Using the Conference Room

The conference room will hold about 14 people and contains the following items for your use:

- 14 chairs
- 1 conference table

You may consume food or beverages in the conference room, but food and beverage preparation is not allowed. All beverages should be in spill-proof containers. Red, orange, or purple beverages stain carpets and may not be consumed. The library will charge your group for any spills which require cleaning.

## Using the Study Rooms

Study rooms accommodate groups of 2 to 6 people in need of private space to meet. Each contains the following items for your use:

- 6 chairs
- 1 table

Food and drink may not be consumed in the study rooms.

## Meeting Room Information

To have the auditorium or conference room unlocked, ask at the Children's Department Question Desk on the ground floor.

To have a study room unlocked, ask at the Adult Department Reference Desk on the second floor.

Be sure to let the staff know when your group leaves the room, so that the door can be relocked.

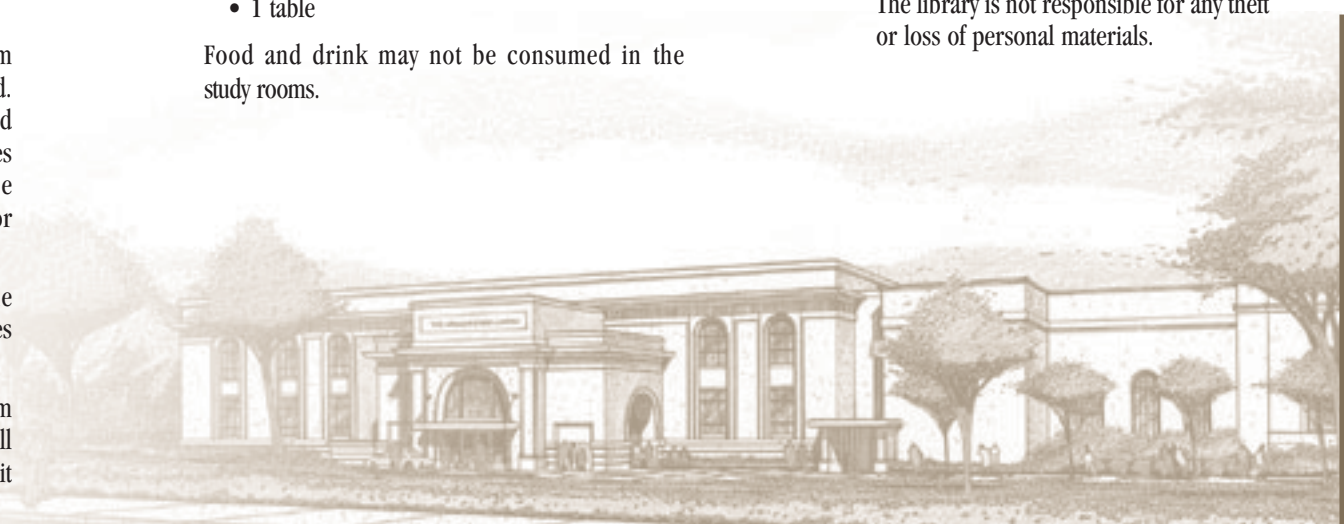
To avoid disruption of other library activities, please exercise reasonable control over noise when using any of our meeting rooms. Do not plan extremely noisy events, and please keep the doors closed.

The use of alcohol or tobacco in the library or meeting rooms is absolutely forbidden both by law and by library policy.

A pay phone is available on the main floor of the library at the Green Street entrance.

Although library staff are unable to offer you the use of our phones or take phone calls or messages for you, the staff will page you in the case of a medical emergency.

The library is not responsible for any theft or loss of personal materials.



Rendering of library expansion by Ray Lytle.