Tips for Making Room Requests

Submit Online Room Request [1]

Making Room Requests

Please make all room requests at least a week in advance. Requests made less than 72 hours before a meeting, must be requested and confirmed in person or by telephone (812-349-3050), and will not appear on the weekly calendar of library events and public meetings (Monday-Sunday) posted on library information kiosks and in the elevators.

Online Reservations

- The first time you fill out a requst for an organization, you must fill out the entire form.
- By submitting a request to the library, you are agreeing to abide by the library's policies and conditions.

Email and Online Notification

All requests are confirmed or denied within three business days. If you want to receive direct notificaiton of the status of your room reservation request, you must provide an email address. If you do not provide an email address, it is your responsibility to check the Room Reservation Status [2] to confirm that your request has been approved.

Other Ways to Request a Meeting Room

In addition to requesting a room online, eligible groups may submit a room request by:

- Calling (812) 349-3050
- Filling out an application in person at Administration (3rd floor, Main Library) or at the Ellettsville Branch. For the convenience of patrons, the library has pdf versions of meeting room applications: Auditorium [3], Main Library Meeting Rooms [4] and Ellettsville Branch [5].

Questions? Call Library Administration at (812) 349-3050 between 9 a.m.-5 p.m., Monday-Friday.

.
Updated March 02, 2012

- [6]
- [7]
- [8]

Links:
[1] http://events.monroe.lib.in.us/evanced/lib0/roomrequest.asp
[2] http://www.monroe.lib.in.us/cgi-bin/restatus
[3] http://mcpl.info/sites/default/files/AuditoriumApplication.pdf
[4] http://mcpl.info/sites/default/files/MtgRoomApplication.pdf
[5] http://mcpl.info/sites/default/files/ELLMtgRoomApplication.pdf
[6] http://mcpl.info/print/printpdf/geninfo/tips-making-room-requests
[7] http://mcpl.info/printmail/printpdf/geninfo/tips-making-room-requests
[8] http://mcpl.info/printpdf/printpdf/geninfo/tips-making-room-requests