

Meeting & Study Rooms FAQs

Who can reserve a room?

Meeting rooms can be reserved by adults 18 and over. Study rooms can be reserved by anyone age 14 and older. Library staff may ask for identification to verify age.

How do I reserve a room?

You can reserve a room in person, by phone, or on our website, laportelibrary.org.

Can I reserve the room for a friend?

No. The person making the reservation must be the person who checks in for the use of the room.

I have meetings planned out for the year, can I book them all at the same time?

No. In order to ensure equal access to the rooms, you can reserve two Meeting Room slots at a time. Study Rooms can be reserved for no more than 4 hours and you can have up to 8 bookings at a time.

What if I'm late for my reservation?

We will hold your room for you for 15 minutes. After that time, it may be given to someone else.

Where do I check-in for my reservation and check-out when I'm done?

Check in and out at the service desk nearest the room. Be sure to return the room to its original condition when done. That means furniture is replaced, crumbs are vacuumed from carpeting, table and kitchenette are wiped down, and trash is in the trash receptacles. Check out at the same service desk when leaving. The Library reserves the right to assess cleaning and damage fees.

Is there a fee for the room?

There is no charge for study rooms, which are smaller than the meeting rooms. Meeting rooms can be used for no charge by educational, non-profit, governmental, and community organizations. Tutors and businesses doing training and peer-to-peer networking may use the rooms for no fee.

*Use of the meeting rooms for a social event or direct sales party do have a nominal fee as outlined.

Room Location	Occupancy	Fee if applicable
Coolspring Meeting Room	30	\$35
Coolspring Study Room A	4	N/A
Coolspring Study Room B	4	N/A
Fish Lake Meeting Room	20	\$25
Hanna Meeting Room	20	\$25
Main Meeting Room B (Lrg)	76	\$50
Main Meeting Room A (Sm)	16	\$25 (no kitchenette)
Main Study Room 1	4	N/A
Main Study Room 2	8	N/A
Rolling Prairie Meeting Rm	30	\$35
Rolling Prairie Study Room A	4	N/A
Rolling Prairie Study Room B	4	N/A
Union Mills Meeting Room	30	\$25

I owe a room fee, when do I pay?

Room use fees can be paid by check, cash, or credit card at the time of check-in. They cannot be paid in advance.

Can I re-arrange the tables and chairs in the room?

In a Meeting Room, yes, but not in a Study Room. Each Meeting Room has a standard set-up. If that set-up does not meet your needs, you may feel free to re-arrange the room. All tables and chairs must be returned to their original set-up when you leave the room.

Can I decorate the room?

Tablecloths and table top decorations are permitted. No glitter, confetti, lit candles, or other open flame may be used. No signs or decorations may be applied to the furniture, doors, walls, windows, or ceiling by any method.

Can I serve refreshments at my meeting?

Yes. Most meeting rooms have a kitchenette equipped with a microwave, coffee pot, mini-fridge, cleaning supplies, and equipment are provided.

Can the Library promote my event held in a meeting room?

No, we only actively promote Library events and collaborations. If you create marketing materials that include the Library's name and/or address must include the following disclaimer: "This event is not sponsored or endorsed by the La Porte County Public Library."