

Meeting Room Frequently Asked Questions

How far in advance can I book a community room?

Community rooms must be requested at least 10 days in advance and may be reserved up to 90 days in advance.

Is there a limit on how many reservations I can make?

Each group/organization may reserve 1 meeting room per month.

My group meets once a month all year. How can I make more than one reservation?

You will need to fill out the reservation request form for each time you would like to use the meeting room. Each group is limited to 1 use per month. You may book reservation 90 days in advance of event date.

When are the community rooms available?

Community room hours coincide with the library public hours of operation.

Can I use the community room before my scheduled time to set up?

The community room will be available for your reserved time only. When booking the community room, please be sure to allow time to set up, cleanup, and vacate within your reserved time.

Can I get more chairs/tables?

Multiple groups utilize community rooms throughout the day sharing our inventory of tables and chairs. Your room will have the number of tables and chairs confirmed on your room reservation request.

What are the Library's meeting room policies?

The link to the Meeting Room Policy:

<https://www.aberdeen.sd.us/DocumentCenter/View/10215/Meeting-Room-Policy>

Do you have Audio/Visual equipment available to use?

AV equipment is available to use. It includes microphone, projector, laptop computer, and Zoom kit (iPad or laptop, webcam and Bluetooth microphone/speaker.) Please indicate your needs when completing the request form.

Library audio/visual equipment is available with reservation with the understanding that the meeting room users will be able to independently operate this technology. If you will need to use AV equipment at the time of your room reservation, you MUST plan to visit the library ahead of time to familiarize yourself with the equipment – there is no guarantee that a staff-member will be able to assist you at the time of your meeting.

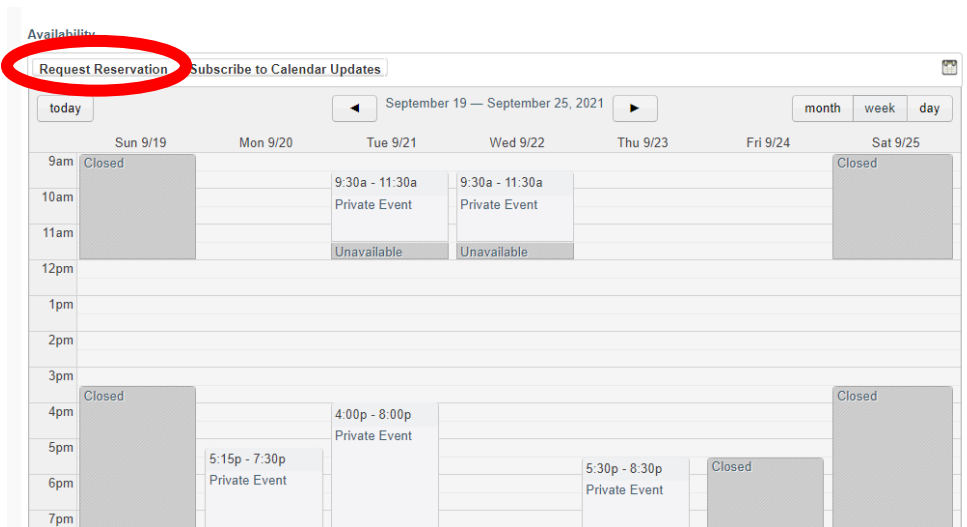
How do I reserve a room?

Submit a Community Room Request Form online at

<https://www.aberdeen.sd.us/391/Community-Rooms>

or contact Community Room Coordinator at 605-626-7097 for a paper copy.

From the library website: www.aberdeen.sd.us/library, click Community Rooms in blue bar on left side. Click the room number at the bottom of the page you want to reserve. Scroll to the calendar and navigate to the event date to verify availability. Then click Request Reservation in top left corner of calendar (see image below). Complete and submit the reservation form.



How do I book 112A/B combined?

Check the availability on the calendars of room 112A and room 112B. Book each room as a separate reservation for matching dates/times.

Do you allow food and drinks in your facility?

The library does allow food and beverage in our community rooms with a paid food and beverage deposit of \$50.00 due at least 5 days prior to the event. An invoice will be emailed to you from the Community Room Coordinator. **The room reservation is not confirmed until the food and beverage deposit is paid.**

How long does it take my request to be approved?

The library will respond to your request as soon as possible and normally within 2 business days. You will receive an email response letting your know if your request was approved or denied. If you have any questions, please contact the Community Room Coordinator at 605-626-7097.