Frequently Asked Questions

Q. Who can reserve meeting space?
A. Any non-profit, community group, business or other organization at the discretion of the Library.

Q. How many people will the meeting space hold?
A. We have a variety of rooms available to accommodate 1-80 people. You will be given the appropriate meeting space based on the size, type & needs of your event.

Q. What equipment is available to use?
A. In the Community Room, there is a portable dry-erase board with markers, audiovisual equipment including a large screen, projector and laptop computer.
In the Lower Level Meeting Room, there is a portable dry-erase board with markers, audiovisual equipment including a smart screen and laptop computer.

Q. Are we allowed to bring in food?
A. Yes, you may carry-in food or have an event catered at your expense. We have a small refrigerator and microwave in the Community Room and Lower Level Meeting Room for your use.

Q. How often may I reserve the meeting space?
A. This is at the discretion of the Library and is dependent on availability and use of each meeting space.

Q. What supplies are available?
A. There are dish towels and cloths, cleaning supplies and paper towels. All other supplies—
For example: table wear, serving spoons, trays, tablecloths etc. are the responsibility of your organization.

Q. May sales be conducted as part of the event?
A. Yes, sales may be a part of your event, however, sales may be conducted only during the event and to the attendees of the event. No solicitation of Library patrons will be permitted. Any permits or legal obligations are the responsibility of your organization.

Q. Who is responsible for set-up?
A. The standard set-up for the Community Room is ten round tables and 60 chairs, while the Lower Level Meeting Room has twelve rectangular tables (six 6-foot and six 8-foot) and 30 chairs. You are welcome to move them into a different set-up but it is the responsibility of the group to return it to its original position. More tables and chairs are available upon request.

Q. Who is responsible for clean-up?
A. It is the responsibility of the organization to make sure the room is clean after your event. A clean-up kit will be provided for your use. Failure to comply may result in a group or individual being denied future use of library meeting space. All trash must be in the trash cans provided. If the trash is full, we ask that you please dispose of it in the dumpsters outside of the library.

Q. May we have personal parties?
A. At this time, we do not feel it is the mission of Shelby County Libraries. Meeting rooms at the Amos Memorial Public Library are reserved for library programming, non-profit organizations, businesses and other community groups and organizations. Not for personal parties or events including baby or wedding showers, birthday parties, graduations, receptions etc.

Q. Is there a charge to use the meeting rooms?
A. There is no charge.

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