

## Frequently Asked Questions

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1) Why does the room rental policy limit groups to 12 rentals per year?

*The primary purpose for the Library meeting and conference rooms is to accommodate current and future Library programming needs. This includes use by Reading Public Library, the Board of Library Trustees, Friends of the Reading Public Library, and Reading Public Library Foundation.*

3) Why are days grayed out on the calendar?

*Days are grayed out on the calendar because either the booking deadline has been reached OR the room is booked for another event and not available for use. Rooms must be booked five business days in advance.*

4) How do I get help with my audio visual hook up?

*Technical help can be requested up to seven days in advance of an event, there is a \$30 fee for this service. There are also AV directions listed in each meeting room.*

5) Are there other rooms in town that I can rent?

*Yes! Here are some suggestions:*

**Reading Public Schools:**

<https://www.reading.k12.ma.us/en-US/facilities-e2167214>

**Unitarian Universalist Church of Reading:**

<https://uureading.org/about-us/rental/>

**Presence & Co.:**

<https://presenceandco.net/our-spaces/>

**Woburn Public Library:**

<https://woburnpubliclibrary.org/services/room-booking/>