

MEETING ROOM INFORMATION

BURTON BARR CENTRAL LIBRARY

1221 NORTH CENTRAL AVENUE

Library Administration

602-262-6157

libraryreservations@phoenix.gov

Room Rental Hours of Operation

Monday, Friday, Saturday: 9:00 a.m. - 4:30 p.m.

Tuesday, Wednesday, Thursday: 9:00 a.m. - 8:30 p.m.

Sunday: 1:00 - 4:30 p.m.

ROOM	CAPACITY	FEE	LOCATION	FURNITURE	EXTRAS
Room A	26-theater 10-classroom	\$10 per hour	1 st floor	26 chairs 5 tables (seats 2)	Wifi
Room B	26-theater 10-classroom	\$10 per hour	1 st floor	26 chairs 5 tables (seats 2)	Wifi
Lecture Room	49-theater 40-classroom	\$30 per hour	4 th floor	49 chairs 10 rect. Tables (seats 4)	Wifi Screen Data Projector Lectern HDMI/VGA Hookup
Pulliam Auditorium	250-theater 119-restaurant 72-classroom	\$125 per hour (Requires a 4-hour minimum)	1 st floor	250 chairs 24 rect. Tables (seats 3) 17 round (60") tables (seats 7)	Wifi Screen Lectern DVD & BluRay Player Data Projector Microphones HDMI/VGA Hookup

- Meeting Rooms A and B are booked online through our reservation portal: <https://phoenixpubliclibrary.evanced.info/Spaces>
- Pulliam Auditorium and Lecture Room rentals are placed through Library Administration by phone 602-262-6157 or email (libraryreservations@phoenix.gov.) Office hours are Monday through Friday, 8:00 a.m. to 4:30 p.m.
- Room reservations will not be confirmed without payment in advance.
- Payment in the form of cash, check or credit card is due within 48 hours of the approved reservation. Make checks payable to "Phoenix Public Library." The Library reserves the right to cancel the room reservation if payment is not made within 48 hours of the approved reservation.
- Reservations for Rooms A and B will be accepted two months in advance.
 - Exception: Burton Barr's Pulliam Auditorium and the Lecture Room may be booked up to six (6) months in advance with a maximum of one (1) booking per quarter and a minimum of two weeks' notice.
- **Reservations are non-refundable.** Cancellations can be made up to seven days before the event, at which time the event can be moved to a new date within 60 days of the original date.
- If using Burton Barr's Pulliam Auditorium or Lecture Room, you will need to schedule an AV test at least one week prior to your event if requesting use of the Library's AV. The library is not responsible for AV difficulties if an AV test is not conducted. To schedule an appointment to test, please call Library Administration.
 - The Library is now HDMI and VGA capable. Customers must provide the appropriate cords for the laptop/device during and AV test and presentation, as well as an audio cord for VGA devices if needed.
- If providing food and beverages, an additional \$25.00 fee will be applied.
 - **Alcohol is not permitted.**
 - Open flames for cooking and grilling are not permitted. However, the use of enclosed Sterno containers with chafing dishes to warm food is allowed and someone must be in attendance when this is in use.
- For information please visit <http://www.phoenixpubliclibrary.org/ServicesForYou/Meeting-Rooms>.