

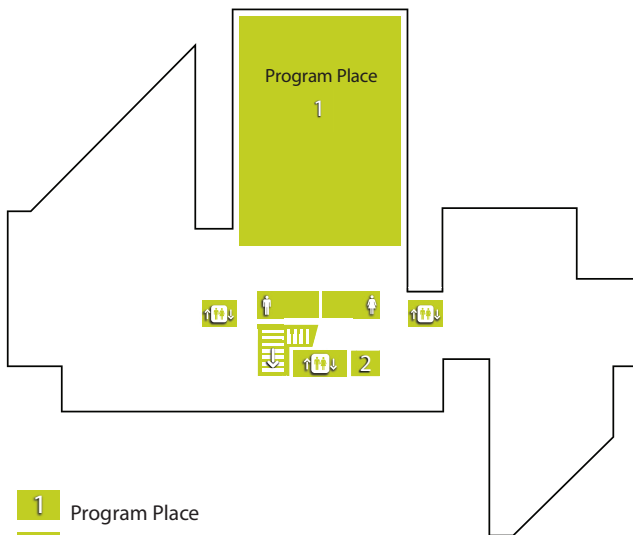
## Steps for Reserving a Meeting Room at the Central Library

- Complete the fillable PDF Central Library Meeting Room Request Form.
- Attach form to the email: [HPL.CentralMeetingRoomRequests@houstontx.gov](mailto:HPL.CentralMeetingRoomRequests@houstontx.gov)
- If you are a nonprofit, please submit your 501(c)(3) with your application.
- You may fill out the application online by typing in all the data fields; the PDF form can save data and be submitted online via email as an attachment.
- If you are using Firefox, you will need to save the form to your computer first.
- You may also submit the form by fax to 832-393-1324.

For more information, please contact:  
 David Cao  
[David.Cao@houstontx.gov](mailto:David.Cao@houstontx.gov)  
 832-393-2027 – Central Meeting Rooms

*The Houston Public Library Central Library is located at 500 McKinney St., 77002 in the heart of downtown, nestled among Houston's skyscrapers and adjacent to the city's Theater District.*

## FLOOR PLANS



- 1 Program Place
- 2 Room 479
- Men's Restroom
- Women's Restroom
- Elevators

### Program Place

Room Size: 2,100 sq.ft.

Capacity:

- 280 without tables
- 140 with tables

Available Technology Equipment:

- Projector/screen
- Built-in sound system
- Microphone capability
- Conference phone capability
- Wi-Fi

### Room 479

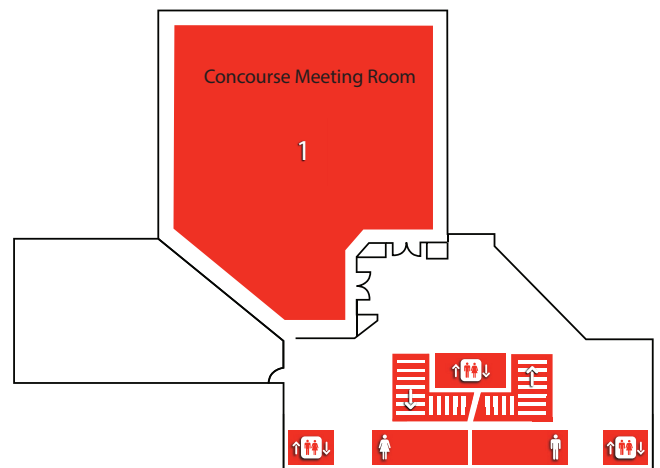
Room Size: 196 sq.ft.

Capacity:

- 10 without tables
- 10 with tables

Available Technology Equipment:

- Wi-Fi



- 1 Concourse Meeting Room
- Men's Restroom
- Women's Restroom
- Elevators

### Concourse Meeting Room

Room Size: 1,781 sq.ft.

Capacity:

- 235 without tables
- 118 with tables

Available Technology Equipment:

- Projector/screen
- Built-in sound system
- Microphone capability
- Conference phone capability
- Wi-Fi

