

→ **To request a meeting room through our online booking site:**

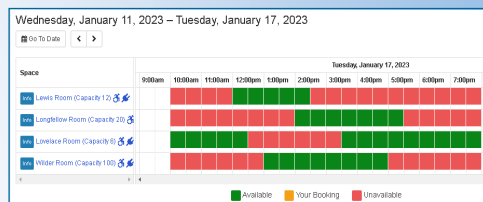
Visit our website

www.carverlib.org

• **Services**

-Meeting Rooms

-Request a Chanhassen Library Meeting Room



Helpful hint to begin the booking process:
Click the first green box of the desired start time. Then scroll down to select your end time from the drop-down options provided.

-Submit Times

-Continue

Fill out the booking request form

-Submit my Booking

Once you fill out a meeting room request, you will get a response within a few business days.

→ **Helpful Information**

- Room bookings or cancelations must be made at least 48 hours in advance.
- You may only schedule meetings up to four months in advance.
- You may only have up to four meetings scheduled at a time.
- Rooms are available during open hours only.
- Your meeting must be finished and the room clean by the time the library closes.
- Rooms can be used by any organization (non-profit or for-profit) for educational, cultural, civic or recreational purposes.
- There is a charge for for-profit groups to use the rooms.
- Rooms can't be used by the public for commercial purposes, fundraising, or sales.
- Meeting room reservations are allowed for private individuals or study groups in the Lovelace Room only.
- The library reserves the right to ask any group to change the time or date of its meeting if the room is needed for library purposes.
- All rooms are accessible friendly.
- Dry erase board and TV/DVD player available upon request.

**Questions?
Contact the
Chanhassen Library
952-227-1500**

Chanhassen Library Meeting Rooms





Lewis Meeting Room

(Sinclair Lewis)

- Room has 3 moveable tables with a capacity of 12.



Lovelace Meeting Room

(Maud Hart Lovelace)

- Room has 1 moveable table with the capacity of 6.

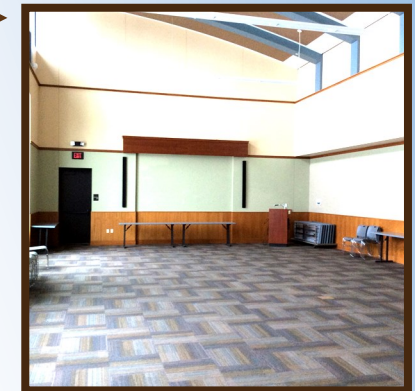
Our mission is to best serve the Carver County community, the library will be a provider of resources, spaces, and experiences that enrich and empower people's lives.



Longfellow Board Room

(Henry Wadsworth Longfellow)

- Room has 1 large non-moveable table with a capacity of 20.



Wilder Meeting Room

(Thornton Wilder)

- Room has 25 six foot tables and a capacity of 100.
- Contains an AV System complete with microphone, projection screen and projector.
- Kitchenette area available.