

[Meeting Room Reservation Instructions](#)

For Nonprofit Organizations/Groups or Businesses

- Read the Library's [meeting room policy](#).
- Reservations are free for nonprofit organizations/groups.
- Businesses must pay for reservations. Payment is due at the time of the reservation with a Visa or Mastercard credit card or by check.
- [When making a reservation](#), after you pick the date, time, and space that meets your needs, log in with your library card number or username and password. You should see your organization/group in the pull-down menu. If your organization/group is not already listed, you'll need to create it. Use the 'Join or Create an Organization' link in the reservation area and follow the on-screen instructions. Please consider the various ways a name could be entered (e.g. SOS is Survivors of Suicide) and wait for Library approval before making a reservation.
- If your patron account isn't connected to your organization, use the 'Join or Create an Organization' link to request to be affiliated with your organization/group. You should receive an email notification within 72 working hours once your patron account is connected (Monday–Friday 9 AM–5 PM). You may then [make a reservation](#) on behalf of the organization.
- You will receive an email notification when your reservation is approved by the Meeting Room Coordinator.
- You may check the [Library calendar](#) to confirm your reservation or your meeting room account for reservation status and history.

For Government Units

- Read the Library's [meeting room policy](#).
- Government units must email meetingrooms [at] mcpl.info or call 812-349-3050 x1000 to make a reservation with the Meeting Room Coordinator.
- Reservations are free for government units and a library card is not required.

Updated August 19, 2021

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(function() { var x = document.createElement("script"); x.type = "text/javascript"; x.async = true; x.src = (document.location.protocol === "https:" ? "https://" : "http://") + "libraryh3lp.com/js/libraryh3lp.js?14734"; var y = document.getElementsByTagName("script")[0]; y.parentNode.insertBefore(x, y); })();
```

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