

Room Reservation

Frequently Asked Questions

Room reservations are subject to room availability and approval by library staff. The Reservation forms must be completed by a responsible individual who will be present at the meeting.

How much does it cost to reserve a room?

The conference room usage fees for non-Cardholders, businesses, and other for-profit groups is \$25 minimum (1st 2 hours) plus \$10 for each additional hour. The meeting room usage fees for non-Cardholders, businesses, and other for-profit groups is \$50 minimum (1st 2 hours) plus \$25 for each additional hour. The fees may be waived for Burleson Library Cardholders, non-profit groups (w/proof) and civic organizations.

How long can I reserve a room?

Room reservations must occur during the normal operating hours of the library. Rooms must be vacated at least 15 minutes prior to the library's closing time.

Can my child's group use a room?

Youth groups are allowed to use a room if a responsible adult makes the reservation and attends the meeting

How far in advance can I reserve a room?

We require at least 48 hours advance notice for room reservations and allow room reservations to be made up to four months in advance.

What do I do if I need to change or cancel a reservation?

Provide at least 24-hours' notice for reservation cancellations and changes by email info@burlesontx.com or phone (817-426-9209).

How do I access the room on the day of my reservation?

Check in at the Information Desk with library staff.

Can I move the furniture in the room?

The furniture can be moved, but it must be returned to the original room configuration before you leave the room.