

## Frequently Asked Questions Regarding Room Reservations

Q: Where can we park while renting a room at the Library?

A: We have a small parking lot adjacent to the building and there is two hour on street parking, 7:00 am – 6:00 pm on Post Road and Old Post Road. Please do not park in the Brick Walk during regular business hours. You may park there for an evening event.

Q: I am trying to book a room and cannot click on the date.

A: Click, "I AGREE", choose the room you wish to rent, click refresh, choose the month, double click on the number of the day you wish to rent. You can see the hours available to rent. PLEASE ALLOW FOR SET-UP AND TAKE DOWN TIME when selecting the start and end time of the rental.

Q: How do I make payment?

A: All of the details are in your confirmation email. Payment is due at the time of booking but no later than 2 weeks prior to the reservation date. Payment is made by check payable to Fairfield Public Library, Attention, Virginia Russo and can be mailed or brought to the Circulation Desk at the Main Library – 1080 Old Post Road, Fairfield, CT 06824.

Q: How can I publicize my event? Will you post flyers and distribute? Can I display signage in your lobby, either before the event or the day of the event?

A: Your rental is for the use of the space. We do not provide promotion. If the event is for a not-for-profit organization, you may bring flyers in to our Circulation Desk and a staff member will make every effort to make them available on our Not-For-Profit bulletin board. No signage may be posted in our lobby or the hallways. Our staff is very good at communicating to attendees where to find your event.