

Meeting Room Frequently Asked Questions

Learn to use LocalHop!

LocalHop is an event calendar and room reservation system created in lower Michigan. This system allows libraries to manage events and room reservations in one platform. It also has many user tools that were not available in our previous calendar system.

Access your LocalHop account here: <https://events.getlocalhop.com/login/>

Below are PDF files with step-by-step instructions for using LocalHop:

- [Creating a LocalHop Account](#)
- [Using your LocalHop Dashboard](#)
- [Making a Room Reservation in LocalHop](#)

Why is my event not showing up on the Library's event calendar?

Only events sponsored by or in partnership with PWPL are on the [PWPL event calendar](#).

If you want your community event to show up on a digital calendar, please use the Marquette Compass! <https://mqtcompass.com/event/>

The staff of the City of Marquette Arts and Culture Center (906-228-0472) can help you to create a login and get your event listed in the [Marquette Compass](#)!

Who can rent a room at the library?

Meeting rooms can be used by members of our community. Events taking place at PWPL are limited to civic, cultural, and educational purposes—some examples: board, committee, and organizational meetings/events, staff training, informal meetings such as book groups and sewing circles.

Peter White Public Library programs take precedence over all other events. All other applications for use are accepted on a first-come, first-served basis.

For information on campaigning and petitioning see our [LIB-2 Code of Conduct policy](#).

If fees apply, how do I pay?

Payments can be made in-house by cash, check, or credit card. Payments can also be made via LocalHop online once the reservation is approved by library staff.

Are there any restrictions on the types of events I can hold?

The following are prohibited from taking place in library rooms:

- Events with a stated or implied purpose of selling a product/service, soliciting new customers, promoting commercial ventures, or other commercial use.
- Religious services.
- All fundraising events (except for the Friends of PWPL).
- Social ceremonies/events, including but is not limited to: weddings, funerals, baby showers, bridal showers, birthday parties, or any other event that is being held for family and friends and is not an event open to the public.
- Use by elected officials or candidates as office space, campaigning/rallies, or to announce candidacy. Political signage is prohibited at all events and on library grounds.
- For information on campaigning and petitioning see our [LIB-2 Code of Conduct](#) policy.

What types of rooms are available?

Rooms are divided into three categories:

- **Small Capacity Rooms (10-12 people)**
 - Limit of two (2) reservations a month.
 - Dandelion Cottage Room is located on the main floor of the library, adjacent to the Huron Mountain Club Gallery. This room is available for use by reservation only.
 - Lion's Club Room is located on the main floor of the library, adjacent to the Huron Mountain Club Gallery. This room is available for use by reservation or drop-in.
 - Peter White Conference Room is located on the main floor of the library near restrooms

and elevator. This room is available for use by reservation or drop-in.

- **Medium Capacity Meeting Rooms (up to 40)**

- These rooms are located on the top floor of the library in the historic building. Use by reservation or drop-in. Limited setup options are available to those making reservations. If any furniture is moved, it should be returned to the initial setup before the room is vacated.
- Limit of two (2) reservations a month.
 - George Shiras III Room
 - Heritage Room

- **Large Capacity Meeting Rooms (Max capacity dependent on setup).**

- Our large capacity meeting rooms have a variety of set-up options available. Each option will impact the max capacity for the room. For a full description of setup options, please visit the library's website.
- Limit of one (1) reservation a month.
 - Community Room is located in the lower level of the library. This room has a small kitchenette available, as well as a podium, microphone system, and Petrov Grand Piano (piano must be reserved).
 - Studio 1 is located in the lower level of the library adjacent to the Deo Gallery. This room is our largest 'messy space' which makes it ideal for art classes and events where crafting will take place. (Reservations for this space will begin October 1, 2025).

For-profit use is **not** permitted in Medium and Large Capacity Rooms.

How far in advance can I book a room?

Reservations can be made up to one year in advance, **and must be made up to at least two business days ahead of time.**

If you need a room today, many of our rooms are available for drop-in use (see Drop-in Use in the FAQ for more information.)

Reservations with one business (Mon-Fri) days' notice will typically be accepted by phone, if made if staffing is available. This is not guaranteed.

Drop-in Use

Drop-in use **IS permitted** in the following meeting rooms: Peter White Conference Room, Lion's Club Room, George Shiras III Room, and Heritage Room.

It is **NOT permitted** in the Dandelion Cottage Room or Community Room.

Users who are dropping into a room should not change the setup of that room. And are expected to clean up any messes made when using the room.

Can I cancel or reschedule my reservation?

Booking fees are non-refundable.

Groups who need to cancel or reschedule a reservation and do so two business days before the event, may transfer fees to the rescheduled date/time.

An individual or organization that fails to show for a scheduled event will forfeit use of the facility 30 minutes after the scheduled start time of the event. Any fees paid will be forfeited as well.

If the Library experiences an unforeseen closure due to inclement weather, building safety issue, utility outage, or other unplanned closures, room reservations will be rescheduled and/or fees will be refunded.

What amenities are included with the room rental?

Wi-Fi is available in all Library meeting rooms.

All rooms (except for Dandelion Cottage) have integrated technology (projector, screen, and audio) that is available for use, and can be connected to via HDMI.

Microphones, white board/easel, Bose Speaker System, and Guest Laptop must be reserved ahead of time.

Please test out integrated technology prior to scheduled meeting/event.

Staff are not able to provide onsite technical support.

Room setup and equipment requests must be made at least two business days before the event. Last-minute changes cannot be guaranteed.

What are the library's policies on food and beverages?

Food and non-alcoholic beverages are allowed in meeting spaces, and must be cleaned up when finished.