

FAQ & Room Occupancies

How do I arrange to see the venue?

The venues are shown by appointment and can be arranged by calling Amy Gilliland at (972)292-5613 or emailing AGilliland@friscotexas.gov.

How can I reserve the venue?

A signed contract and deposit will reserve the space for your event. Until a signed contract and deposit is received, we will continue to show the space for that date.

What about payments?

If booking is less than 90 days in advance, the security deposit and full rental fee are due at contract signing. We accept check, debit card, or credit card payments. We do not accept debit/credit card payments over the phone.

Do you allow outside caterers?

Yes! All food brought into the library must be already prepped and cooked. No cooking or prep work is allowed inside the library. We are a flameless venue, therefore no candles or sternos are allowed on the premises.

Do you allow alcohol to be served?

Yes! On-site bartenders must provide a TABC certification to the Rental Coordinator and an off-duty Frisco police officer will be required to be present during any event in which alcohol is served. Liquor liability insurance is also required for all events serving alcohol.

What is the capacity of the rooms?

This can vary depending on the set up you want for your event. The Rental Coordinator will be happy to guide you through which room will be the best to accommodate your guests.

Below is a general guide to room set ups and occupancy:

Theatre Style (chairs only)		Classroom Style (tables & chairs)		Banquet Style (round tables)	
Community Room A or C	56	Community Room A or C	36	Community Room A or C	36
Community Room B	112	Community Room B	72	Community Room B	54
Community Room A/B or B/C	168	Community Room A/B or B/C	108	Community Room A/B or B/C	90
Community Room A/B/C	224	Community Room A/B/C	144	Community Room A/B/C	126

What is required to be done by me after my event?

After your event, you will be required to remove all your items, including items provided by your contracted vendors, wipe down all surfaces, chairs, and tables. This must be completed by the scheduled end time on the contract. Note that full deposit or a portion of the deposit may be forfeited if facility is not cleaned or any damage to the room or furniture has occurred.

What does the on-site staff do?

Our staff will open and close the facility and will be on-site for the entire event. They will help you with A/V set up if needed and will also be available to assist with any venue issues or questions.

What about parking?

Free parking is available at the Library.