Meeting Room Reservations

(LibCal Patron Reservation Guide)
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- From the Library’s Main page, Choose the tab **USING YOUR LIBRARY**.
- Under **LIBRARY SERVICE**, choose **USING LIBRARY MEETING ROOMS**.
From this page you can access the Meeting Room,
Policy, Rules, Fees, and Reservations.
Click on the word **MEETING ROOMS** at the Branch Library that you would like to reserve a meeting room.
Select the meeting room and the time to start your reservation.

*Please include your setup and takedown time in your reservation time.

Scroll down to select the END TIME of your reservation in the meeting room.

When finished selecting the Meeting Room and the Start/End time, click on Submit Times.
Review your Booking Details

- ALL fields must be filled out.
- ORGANIZATION TYPE: Use the drop down arrow to select your organization type. If selecting NON-PROFIT, please provide a copy of the determination letter confirming your organization’s 501 (c)(3) nonprofit status.
- Please make sure to request any equipment needed at this time.

When finished entering all of the information, select Submit my Booking.

*Library Administration will send you an email to confirm your reservation and/or any fees due.
Your reservation request is complete.

- You will receive an email from Library Administration.

- Your reservation will be in pending status until approved by Library Administration.