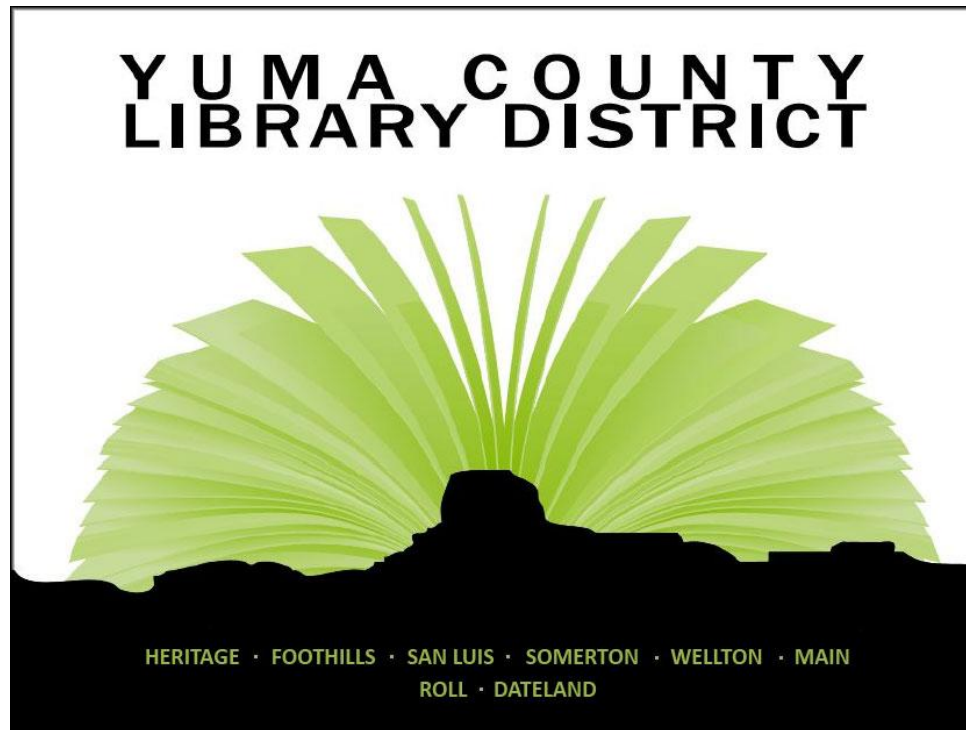


Meeting Room Reservations

(LibCal Patron Reservation Guide)



Location of the Meeting Rooms Page

Figure 1: Click "Using Library Meeting Rooms" from the menu dropdown.

The screenshot shows the Yuma County Library District website. At the top, there is a navigation bar with links for "Hours & Locations", "Help", and "Log In / My YC...". Below this is a search bar with the text "Search the Catalog by Keyword" and a search button. The main navigation menu includes "Browse", "Using Your Library", "Online Resources", "Download & Stream", "Library Events", and "En Español". The "Using Your Library" dropdown menu is open, showing three columns of options: "LIBRARY CARD", "LIBRARY SERVICE", and "LIBRARY RESOURCES". A yellow arrow points to "Using Library Meeting Rooms" under the "LIBRARY SERVICE" column. Below the navigation menu, there are three promotional banners: "New at the Library", "Virtual Author Talks", and "Fold3 History and Genealogy Archives".

Select Language ▼ Powered by [Google Translate](#) 📍 Hours & Locations 🔗 Help 👤 Log In / My YC... ▼

YUMA COUNTY LIBRARY DISTRICT Search the Catalog ▼ by Keyword ▼ 🔍 Advanced Search

Browse Using Your Library Online Resources Download & Stream Library Events En Español

Using Your Library

- LIBRARY CARD**
 - Borrowing Items
 - Library policies
 - Parent's Guide
 - Pay Fees Online
 - Interlibrary Loans
- LIBRARY SERVICE**
 - Using Library Meeting Rooms
 - Using Library Study Rooms
 - Curbside Pick Up
 - Computers & Internet
 - Seed Library
 - Gaming Lab
- LIBRARY RESOURCES**
 - Wireless Printing
 - Wi-Fi
 - Memory Time Kits
 - Act One Culture Pass
 - Book Club Kits
 - Tutor.com
 - Media Studio Room
 - Business, Finance, Career & Legal
 - Archives
 - Arizona Room
 - Library Apps
 - Government Docs
 - Resources for Writers

New at the Library
See what's new at the library, find the latest books, eBooks, audiobooks, movies and music here.

Virtual Author Talks
Register for virtual talks from bestselling authors and thought leaders. Brought to you in partnership with the Library Speakers Consortium.

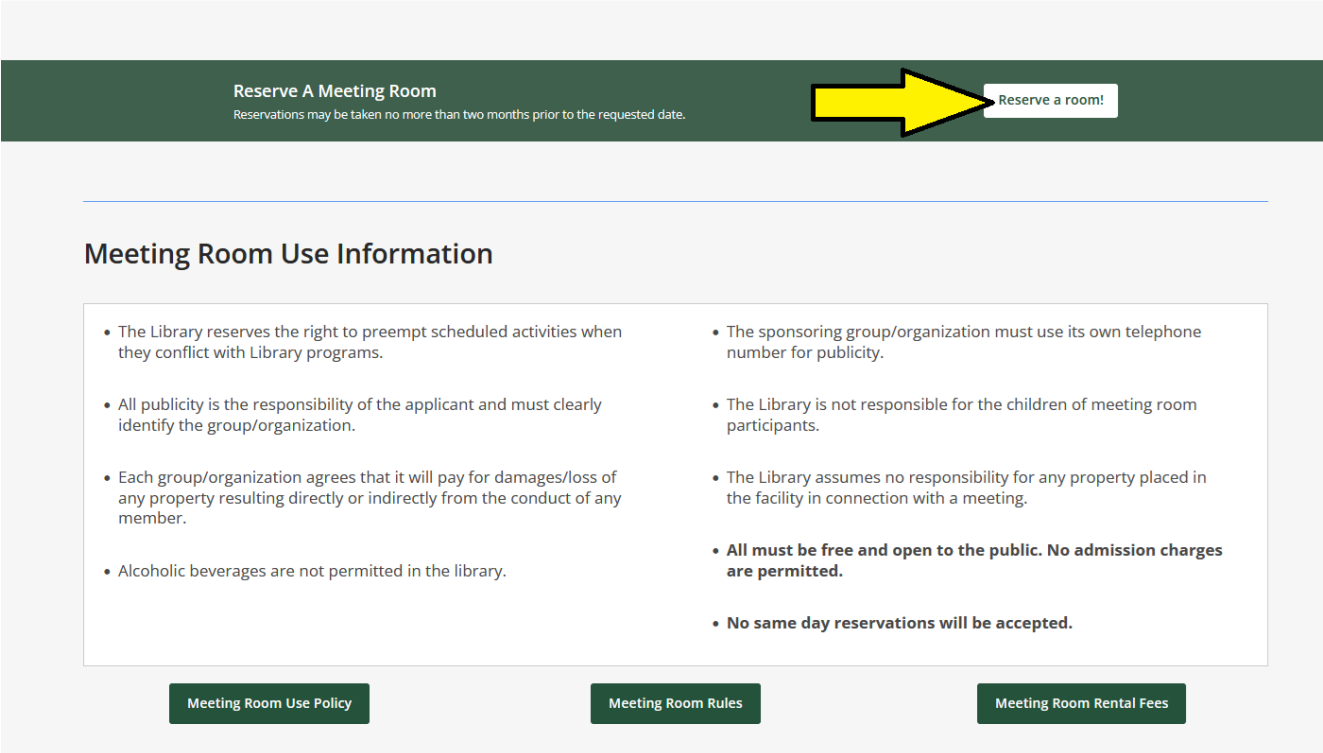
Fold3 History and Genealogy Archives
Provides convenient access to military records, including the stories, photos, and personal documents of the men and women who served.

1. From the Library's Main page, Choose the tab USING YOUR LIBRARY.
2. Under LIBRARY SERVICE, choose USING LIBRARY MEETING ROOMS.

Reserving a Meeting Room

Figure 2: Click the button "Reserve a room!"

Meeting Rooms



The screenshot shows a web page for reserving meeting rooms. At the top, there is a dark green header with the text "Reserve A Meeting Room" and a sub-note "Reservations may be taken no more than two months prior to the requested date." To the right of this header is a white button labeled "Reserve a room!". A large yellow arrow points directly to this button. Below the header is a section titled "Meeting Room Use Information" which contains a list of eight bullet points. At the bottom of the page, there are three dark green buttons: "Meeting Room Use Policy", "Meeting Room Rules", and "Meeting Room Rental Fees".

Reserve A Meeting Room
Reservations may be taken no more than two months prior to the requested date.

Reserve a room!

Meeting Room Use Information

- The Library reserves the right to preempt scheduled activities when they conflict with Library programs.
- All publicity is the responsibility of the applicant and must clearly identify the group/organization.
- Each group/organization agrees that it will pay for damages/loss of any property resulting directly or indirectly from the conduct of any member.
- Alcoholic beverages are not permitted in the library.
- The sponsoring group/organization must use its own telephone number for publicity.
- The Library is not responsible for the children of meeting room participants.
- The Library assumes no responsibility for any property placed in the facility in connection with a meeting.
- **All must be free and open to the public. No admission charges are permitted.**
- **No same day reservations will be accepted.**

[Meeting Room Use Policy](#) [Meeting Room Rules](#) [Meeting Room Rental Fees](#)

1. From this page you can access the Meeting Room, Policy, Rules, Fees, and Reservations.
2. Click on the "Reserve a room!" button to continue to the booking system.







View Available Meeting Rooms

Figure 3: Click the "Meeting Rooms" link to view available meeting rooms at that library branch.

Yuma County Library District
Your information connection

Yuma County Library District / LibCal

Yuma County Library District - Meeting Room Reservations

 <p>Main Library Meeting Rooms 2951 S. 1st Dr. Yuma, AZ 85364 928-783-1871</p>	 <p>Foothills Library Meeting Rooms 13226 E. South Frontage Rd. Yuma, AZ 85367 928-342-1640</p>	 <p>Heritage Library Meeting Rooms 350 S. Third Ave. Yuma, AZ 85364 928-783- 5415</p>
 <p>San Luis Library Meeting Rooms</p>	 <p>Somerton Library Meeting Rooms</p>	 <p>Wellton Library Meeting Rooms</p>

1. Click on the word MEETING ROOMS at the Branch Library that you would like to reserve a meeting room.

Select a Meeting Room and Start Time

Figure 4: Click on a meeting room space and select an available start time block in green.

Yuma County Library District
Your information connection

Yuma County Library District / LibCal / Space Availability - Main Library

Location: Main Library | Category: Meeting Rooms | Capacity: All Spaces (not seats)

The Main Library is located at 2951 S. 21st Drive in the City of Yuma. Phone Number (928) 782-1871.

The Yuma County Library District's meeting rooms are designed as limited public forums for the community and its civic, educational, and informational groups and organizations to enhance the Library's role as an institution which connects people with information. The meeting rooms are used primarily for programs and services of the Public Library, but the meeting rooms are also available for uses consistent with the role the Library plays in the community.

Meeting room reservations may not be taken more than two (2) months prior to the requested date. Although a reservation may be taken by telephone, or online, the reservation is not considered confirmed until the applicant has paid all fees and has provided all necessary documentation.

Disclaimer: Please note that our meeting rooms are equipped with an HDMI connection for laptop use. It is the user's responsibility to provide any necessary adapters or converters for their device, as they are not provided by our facility. We appreciate your understanding and cooperation.

Monday, November 20, 2026

Go To Date: [Calendar Icon] [Left Arrow] [Right Arrow]

Space	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm
Conference Room (Capacity 35)		Unavailable	Unavailable	Unavailable	Available	Available	Available
Meeting Room A (Capacity 60)		Unavailable	Unavailable	Unavailable	Unavailable	Available	Available
Meeting Room B (Capacity 40)		Available	Available	Available	Available	Available	Available
Meeting Room C (Capacity 30)		Unavailable	Unavailable	Unavailable	Available	Available	Available
Room A+B+C (Capacity 130)		Unavailable	Unavailable	Unavailable	Unavailable	Available	Available

Legend: Available (Green), Your Booking (Yellow), Unavailable/Padding (Red)

1. Select the meeting room and the time to start your reservation. ***Please include your setup and takedown time in your reservation time.**

Select an End Time

Figure 5: Scroll down and select the end time from the dropdown.

The Yuma County Library Districts meeting rooms are designed as libraries and organizations to enhance the Library's role as an institution which provides services of the Public Library, but the meeting rooms are also available for other community and its civic, educational, and informational groups. The meeting rooms are used primarily for programs and activities that the Library plays in the community.

Meeting room reservations may not be taken more than two (2) months in advance. Although a reservation may be taken by telephone, or online, the reservation is not considered confirmed until the applicant has paid the reservation fee. Necessary documentation may be required.

Disclaimer: Please note that our meeting rooms are equipped with necessary adapters or converters for their device, as they are not guaranteed to work with all devices. It is the user's responsibility to provide any necessary adapters or converters for their device, as they are not guaranteed to work with all devices. We appreciate your understanding and cooperation.

Monday, April 20, 2026

Go To Date < >

Space	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm
Info Conference Room (Capacity 35) 📄 📄							
Info Meeting Room A (Capacity 60) 📄 📄							
Info Meeting Room B (Capacity 40) 📄 📄							
Info Meeting Room C (Capacity 30) 📄 📄							
Info Room A+B+C (Capacity 130) 📄 📄							

Legend: ■ Available ■ Booked

Conference Room: 2:00pm Monday, April 20, 2026 until...

Total cost for this reservation: \$75.00

[Submit Times](#)

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View this page in a format suitable for screen-readers and keyboard-only users
[Login to LibApps](#)
English

1. Scroll down to select the END TIME of your reservation in the meeting room.
2. When finished selecting the Meeting Room and the Start/ End time, click on Submit Times

Review Booking Details

Figure 6: Review your booking details and click continue.

Yuma County Library District / LibCal / Space Availability - Main Library

Booking Details

These times will be held for you until 12:01pm Monday, April 20, 2026. If you do not complete your booking before that time, another patron may book these times.

Item	Category	From	To	Cost	
Conference Room	Meeting Rooms	2:00pm Monday, April 20, 2026	3:00pm Monday, April 20, 2026	\$75.00	Change
				\$75.00	

Main Library: Terms & Conditions

Meeting room Use Information

- The Library reserves the right to preempt scheduled reservations when they conflict with Library programs.
- The meeting rooms are available during library open hours.
- Setup and takedown time must be included in your reservation time.
- Setup of tables and chairs is responsibility of the group/organization using the meeting rooms.
- All publicity is the responsibility of the applicant and must clearly identify the group/organization.
- The sponsoring group/organization must use its own telephone number for publicity.
- The Library is not responsible for the children of meeting room participants.
- The Library assumes no responsibility for any property placed in the facility in connection with a meeting.
- Each group/organization agrees that it will pay for damages/loss of any property resulting directly or indirectly from the conduct of any member.
- All must be free and open to the public. No admission charges are permitted.
- Alcoholic beverages are not permitted in the library.

[Continue](#)




1. Review your Booking Details
2. Select CONTINUE after reading the Terms & Conditions.

Complete & Submit Booking Form

Figure 7: Enter all the required information and click "Submit my Booking" to confirm your meeting room reservation.

Fill out this form to submit your booking for approval. You will receive an additional follow up email with the Library's decision.

Full Name * 

Email *

Group/Organization Name *

Phone Number *

Organization Type *

Reservation Name *

Purpose of Reservation *

Select Available Equipment *

- Projector & Screen
- Powerpoint clicker remote control
- Patron Laptop HDMI Connection
- Bluray/DVD player
- Wireless Microphones (2)
- ADA Hearing aid loop system
- Mounted Dry Erase Board
- No equipment needed

Number of attendees *

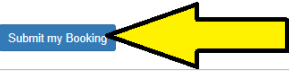
Tables Needed *

Chairs Needed *

I understand that a refundable damage deposit is required for all events and all fees must be paid 72 working hours prior to the event. Any changes to a reservation or cancellations must be reported 72 hours in advance. * Yes, I understand.

Additional Information

This booking will cost \$75.00.



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1. ALL fields must be filled out.
2. 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.
3. Please make sure to request any equipment needed at this time.
4. When finished entering all of the information, select **Submit my Booking**.
5. *Library Administration will send you an email to confirm your reservation and/or any fees due.

Booking Confirmation

Figure 8: Booking confirmation message after clicking the "Submit my Booking" button.



The screenshot shows a confirmation page for the Yuma County Library District. At the top left is the library's logo, which includes a stylized green tree and the text "Yuma County Library District" and "Your information connection". Below the logo is a breadcrumb trail: "Yuma County Library District / LibCal / Space Availability - Main Library". The main heading is "Thank you!". Below this, it states "The following bookings are now pending Library approval:". The booking details are "Main Library >> First Floor" and "Meeting Room A: 2:00pm - 8:00pm, Wednesday, August 11, 2021". A note says "You will receive an email with the Library's decision. Please check your spam folder, too." The total cost is listed as "Total cost for this reservation: \$230.00". At the bottom is a blue button labeled "Make Another Booking".

1. Your reservation request is complete.
2. You will receive an email from Library Administration.
3. Your reservation will be in pending status until approved by Library Administration.