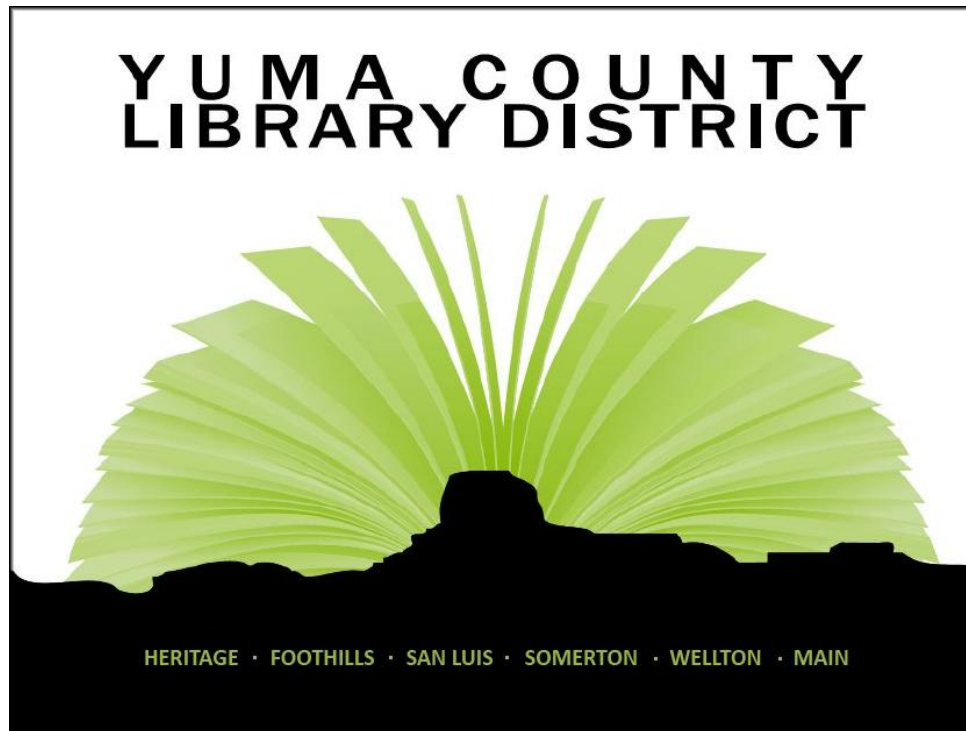


Meeting Room Reservations

(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 'Select Language', 'Powered by Google Translate', '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. A green navigation bar contains the following links: 'Browse', 'Using Your Library' (highlighted with a yellow box), 'Online Resources', 'Download & Stream', 'Library Events', and 'En Español'. A dropdown menu for 'Using Your Library' is open, showing three columns of links. A yellow arrow points to 'Using Library Meeting Rooms' in the 'LIBRARY SERVICE' column. The 'LIBRARY CARD' column includes 'Borrowing Items', 'Library policies', 'Parent's Guide', 'Pay Fees Online', and 'Interlibrary Loans'. The 'LIBRARY SERVICE' column includes 'Using Library Meeting Rooms', 'Using Library Study Rooms', 'Curbside Pick Up', 'Computers & Internet', 'Seed Library', and 'Gaming Lab'. The 'LIBRARY RESOURCES' column includes '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', and 'Resources for Writers'. Below the navigation bar, there are three promotional banners: 'New at the Library' (with a stack of books), 'Virtual Author Talks' (with a list of authors and dates), and 'Fold3 History and Genealogy Archives' (with a banner for 'Learn about your family's military history.').

Using Your Library

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

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.

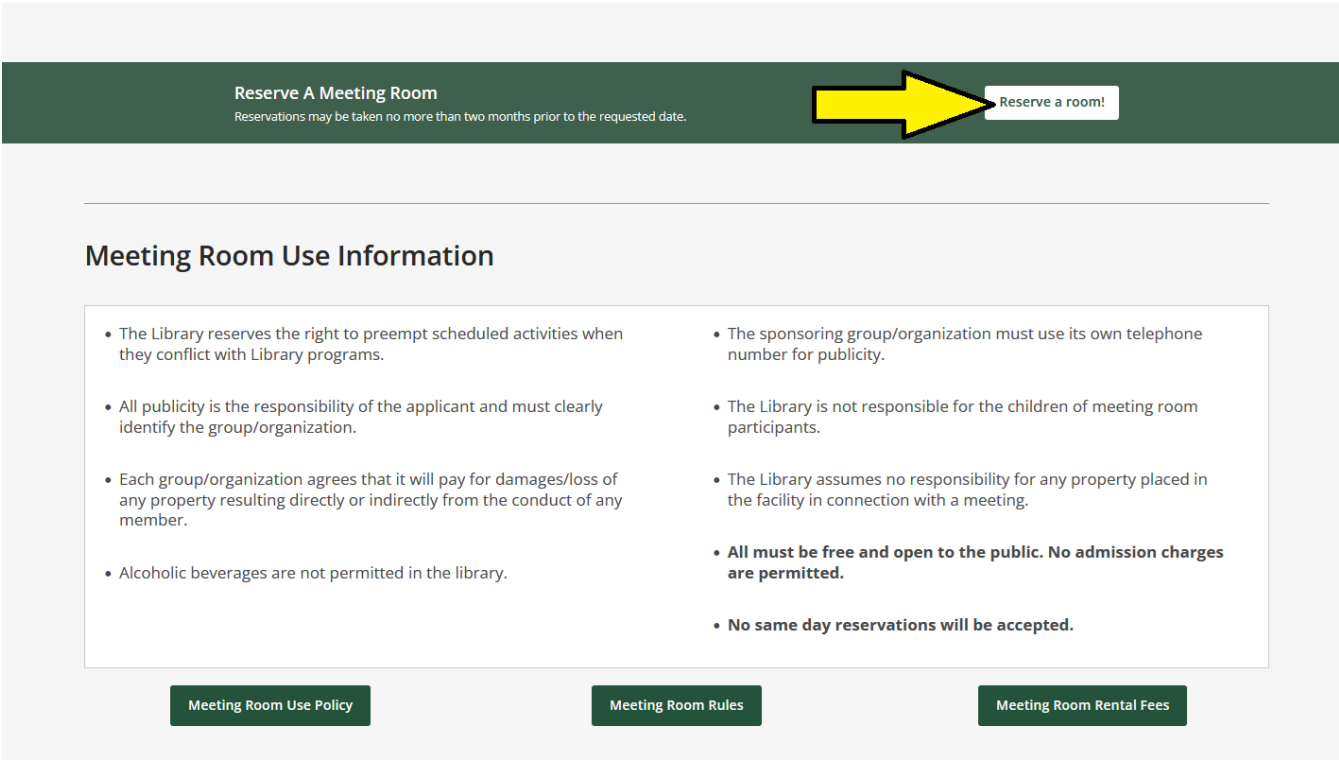
Fold3 History and Genealogy Archives
Provides convenient access to military records, including the stories, photos, and personal documents of the men and women who served.

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 interface for reserving a meeting room. At the top, there is a dark green header bar with the text "Reserve A Meeting Room" and a subtext "Reservations may be taken no more than two months prior to the requested date." To the right of this text is a white button with the text "Reserve a room!". A large yellow arrow points directly at this button. Below the header bar, there 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 labeled "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 / LibCal

Yuma County Library District - Meeting Room Reservations

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

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, 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)  							

Available Your Booking Unavailable/Padding

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 District's 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 events 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.

Disclaimer: Please note that our meeting rooms are equipped with necessary adapters or converters for their device, as they are not.

Monday, April 20, 2026

Go To Date < >

Space	10:00am
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) 📄 📱	

Available

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](#)

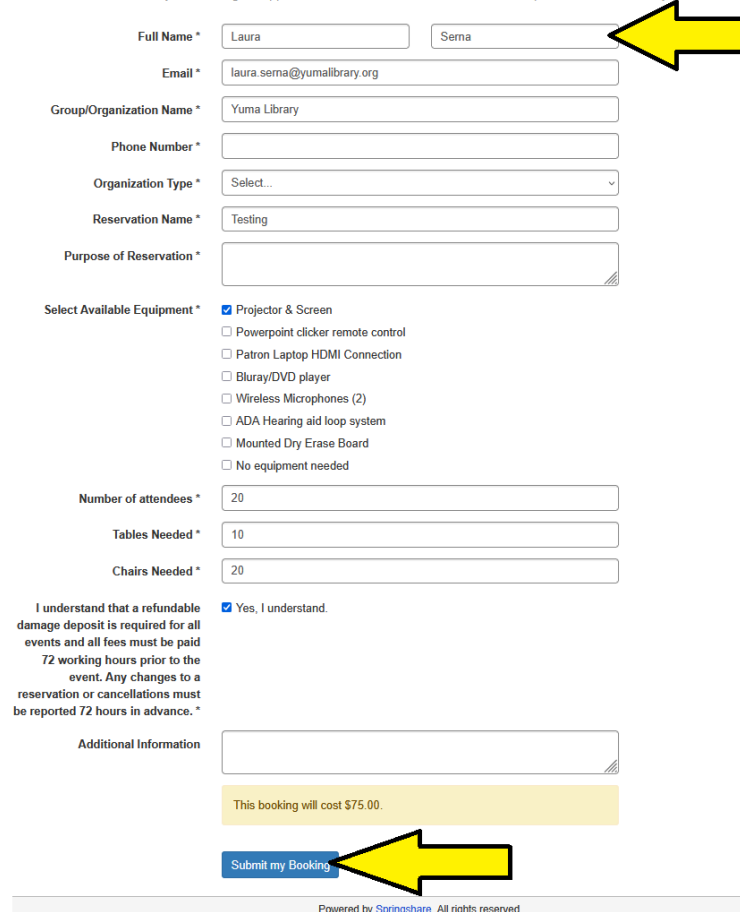


1. Review your Booking Details
2. Select CONTINUE after reading the Terms & Conditions.

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.



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.