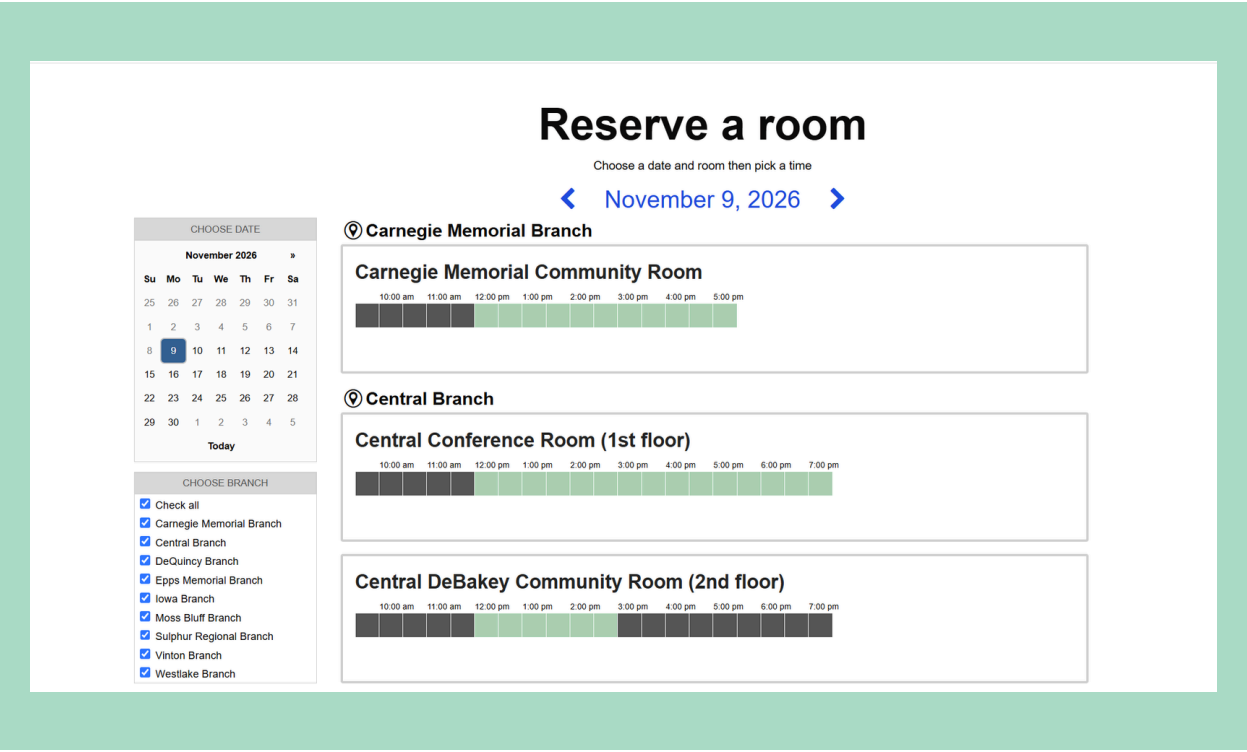
Room Reservation Guide

Requesting Use of a Community or Conference Room

Community and conference rooms may be requested through the library's website or mobile app.



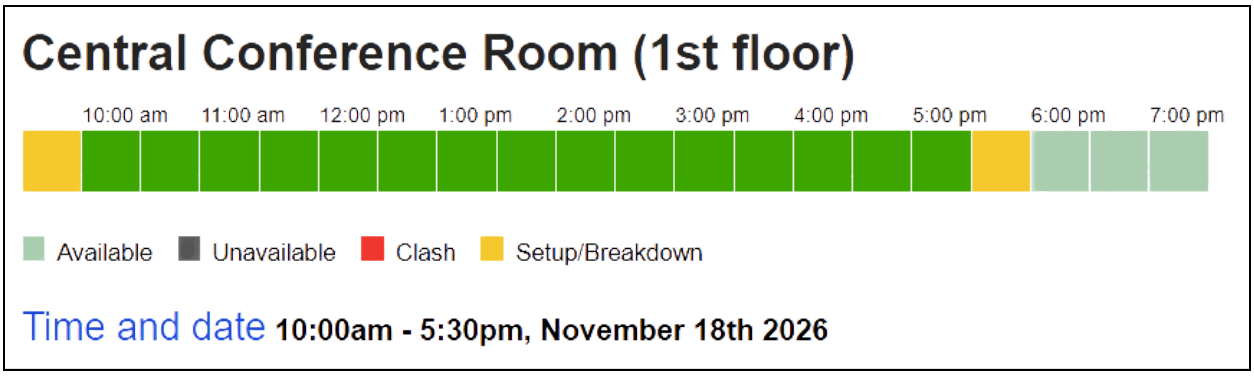
Review room details, policies, and availability before submitting a reservation request. Requests must be submitted at least 24 hours in advance and are subject to staff approval.

Reservation Guidelines

- **Advance Notice Required:** Reservation requests must be submitted at least 24 hours before the desired reservation time. For reservations needed within 24 hours, contact the library branch directly.
- **Email Address Required:** A valid email address is required to submit a reservation request.
- **Library Card and PIN:** Providing your library card number and PIN is optional but recommended, as it makes it easier to manage your reservations.
- **Screenshots:** Images shown in this guide may differ slightly from the current reservation system.

How to Submit a Reservation Request

1. Visit the Reserve Page.
2. You can view all available rooms or filter by library location.
3. Select a desired date on the calendar.
4. Select a room name to view its description, available equipment, room layout, capacity, and other details.
5. Once you've found the desired room, use the time bar to select your preferred start and end times. Refer to the availability legend for room status.



6. Select **Choose** to continue.
7. Fill out all required fields and provide the requested reservation details. Then submit the form for review.
   - **Library Card and PIN (Optional):** Entering this information allows you to manage reservations more easily.
   - **Helpful Tip:** If you provide your library card number and PIN, you can access a personalized **My Reservations** link to view and manage your reservations.
8. Review all information on the form, then select Next to review your reservation details.

9. Select **Reserve** to submit your request.
10. **Receive Confirmation**
    You will receive an email confirming that your request has been submitted. Reservation requests are not final until reviewed and approved by library staff. You will receive a follow-up email once the request has been approved or declined.

Important Information

- **24-Hour Advance Notice:** Reservation requests cannot be submitted less than 24 hours before the requested start time. For same-day reservations, contact the library branch directly.
- **Room Use Policy:** Community and conference rooms are available for educational, informational, civic, and non-commercial activities. Sales presentations, fundraising events, and other commercial activities are not permitted. Events must be open to the public and may not be restricted to members of a sponsoring organization.
- **Room Setup and Availability:** Some rooms have fixed furniture arrangements and equipment configurations. See the room brochure for details or contact the branch for assistance.

Email Notification

You may receive the following email notifications:

- **Submission Confirmation:** Your reservation request has been successfully submitted.
- **Approval or Decline Notice:** Notification that your request has been approved or declined.
- **Reservation Reminder:** A reminder before your upcoming reservation.