

Requesting Use of a Community and/ or Conference Room

You may request use of these rooms via the library's website or mobile app.

Room Reservation Guidelines

- **Advance Notice Required:** Reservations must be made at least 24 hours in advance. If your desired reservation time is within the next 24 hours, please contact the library branch directly for assistance.
- **Email Address:** A valid email address is required to request room usage.
- **Library Card and PIN:** Providing your library card number and PIN is optional but beneficial for managing your reservations.
- **Visual Discrepancies:** Please note that screenshots within this document may differ from the actual software interface.

How to Reserve a Meeting Room

- **Access the Reservation Form** - Navigate to the Meeting Rooms page on the Calcasieu Parish Public Library website.
- **Initiate the Reservation** - Click the Reservation Request button located near the bottom of the page.
- **Select Your Desired Date** - Choose the date for your reservation. You can view all available rooms or filter by library location.
- **Choose a Room** - Click on the name of the room you wish to reserve. Use the time bar to select your desired start and end times. Refer to the availability legend for room status.
- **Confirm Your Selection** - Click the CHOOSE button to proceed.
- **Complete the Online Form** - Fill out the required information on the reservation form.
 - **Library Card and PIN:** Providing your library card number and PIN is optional but beneficial for managing your reservations.
 - **TIP:** If you enter this information, you can view all your reservations via a special myreservations link.
- **Review and Submit** - Click Next to review your reservation details. If everything is correct, click Reserve to submit your request.
- **Confirmation** - You will receive a confirmation email acknowledging your reservation request. Please note that reservations are not final until approved by library personnel. You will be notified once the approval process is complete.

Important Notes

- **Advance Notice:** Reservations must be made at least 24 hours in advance. Requests cannot be submitted any closer than 24 hours before the reservation start time. For same-day reservations, please contact the library directly.
- **Usage Policies:** Meeting rooms are available for non-commercial purposes such as staff training, informational presentations, and educational events. Sales presentations and fundraising activities are not permitted. Additionally, meetings must be open to the public and cannot be restricted to members of the sponsoring organization.
- **Room Availability:** Some rooms may have fixed setups and are available only as is. Please refer to the Room Brochures section on the Meeting Rooms page or check with branch staff for further assistance.

Email notifications

- **Confirmation of submission** – your request has been successfully submitted using the form.
- **Notification of approval or decline** – you will receive confirmation whether your request is approved or declined.
- **Reminder for upcoming reservation** – a notification will be sent to remind you of your upcoming reservation.

- Use the time bar to select start and end times by clicking first the start, then the end.
- Refer to the legend for availability and other details.

CHOOSE DATE

« November 2022 »

Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

Today

CHOOSE BRANCH

- Check all
- Central Branch
- Moss Bluff Branch
- Sulphur Regional Branch
- Vinton Branch
- Westlake Branch

📍 MOSS BLUFF BRANCH

Moss Bluff Conference Room

10:00 am 11:00 am 12:00 pm 1:00 pm 2:00 pm 3:00 pm 4:00 pm 5:00 pm

■ Available
 ■ Unavailable
 ■ Clash
 ■ Setup/Breakdown

Time and date 11:00am - 4:00pm, November 4th 2022

Room description
 Conference table with chairs, a whiteboard, and WiFi.
 NOTE: Use is for non-commercial purposes. Sales presentations, point-of-purchase sale, etc. does not meet non-commercial purposes.
 Furniture cannot be moved.
 For additional assistance, contact 337-721-7128.

Included resources

- ✓ Chairs (10)
- ✓ Whiteboard
- ✓ WiFi

Location

📍 Moss Bluff Branch

Room layout options

Boardroom

capacity 10

- Click the **Choose** button.

Room Capacity

Total Capacity: 10

Setup Times

Breakdown Time: 30

Setup Time: 30

Choose

- Fill out the online form.

📍 **Moss Bluff Conference Room**, Moss Bluff Branch
 📍 **11:00am - 4:00pm**, November 04, 2022

Library card number

PIN / Password

Library card and PIN necessary to view and manage all of your reservations.
 Enter your Library card number and PIN and we'll look up your details to fill in the next fields.

First name *

Last name *

Email *
 We'll use the email address to confirm the booking and to notify if the room becomes unavailable.

Phone *

Please send me text message confirmations and reminders related to this registration/reservation.

Group name *
 (This is **not displayed** to the public)

Booking title *
 (This **will be displayed** to the public)

Attendees *
 Number of attendees expected.

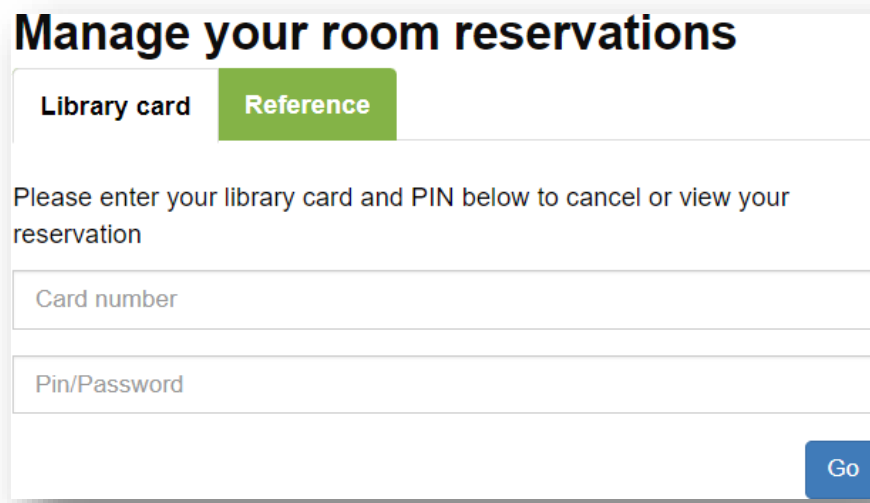
TIP:

- Library card number and PIN are optional.
 - If provided, you can view all reservations via a special *myreservations* link sent in your confirmation email or found on the *Rooms, Spaces, & Reservations* webpage.
 - Enter your library card and PIN, then click *Find Details* to auto-fill certain form fields.
- Click Next.
- Review the Confirmation Screen.
- Click Reserve.
 - A confirmation message will appear on-screen and be sent via email.
 - Use your library card and PIN (if provided) or the reference number from the confirmation to view this reservation.

Managing Reservations

My Reservations link: <https://calcasieulibrary.org/myreservations>

- If you provided your library card and PIN when requesting a room, use them to view your reservations. Otherwise, use the reference number from the confirmation screen or email to access a specific reservation.
- Enter your library card/PIN or reference number, then click GO.
- The reservation status will be displayed (e.g., Approved, Awaiting Approval).
- To cancel a reservation, click the Cancel button next to the specific booking.



The screenshot shows a web form titled "Manage your room reservations". At the top, there are two tabs: "Library card" and "Reference", with "Reference" being the active tab. Below the tabs, a message reads: "Please enter your library card and PIN below to cancel or view your reservation". There are two input fields: "Card number" and "Pin/Password". A blue "Go" button is located at the bottom right of the form.