

Requesting Use of a Community/Conference Room – Desktop View

NOTES:

- Reservations cannot be made via this online form if reservation is within 24 hours.
 - Please check with library branch for assistance.
- Email address is required to request use of a room.
- Library card and PIN is optional; can be beneficial for managing your own reservations.
- Screenshots within this document may differ from the actual software. Several rooms are currently not available.

Text instructions

(See next page for visual instructions.)

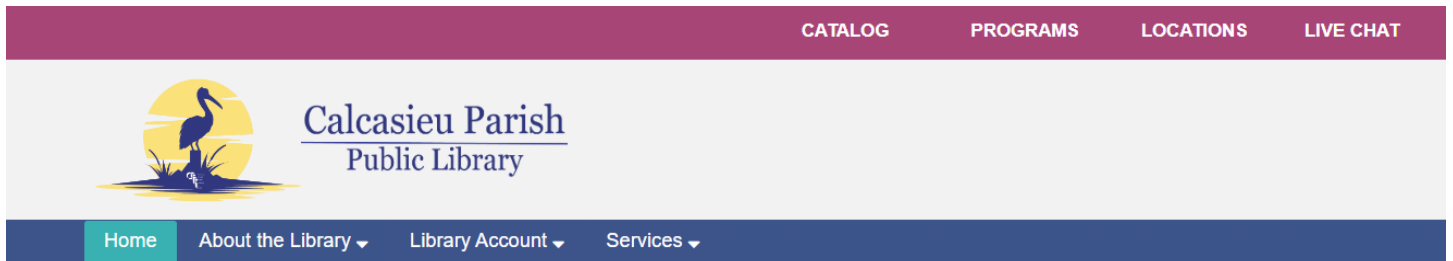
- View Request Form via the library website > Services > Rooms & Reservations.
 - Direct link: <https://calcasieulibrary.org/meeting-rooms>
- Click the Reservation Request button located near the bottom of the page.
- Choose your desired date.
 - You can view all rooms, or filter by library location.
- Click on the Room Name.
 - Use the time bar to choose a start time and end time.
 - See legend for availability, etc.
- Click the CHOOSE button.
- Complete the online form.
 - LIBRARY card and PIN are optional.
 - TIP: If you enter this information, you can view all reservations via a special *myreservations* link. (See Managing Reservations below.)
 - This link will be included in a confirmation email that is sent to you, or you may also find this special link on the Meeting Room webpage.
- Click Next.
- View Confirmation Screen.
- Click Reserve.
- You will receive an email letting you know that you requested use. The reservation will go through an approval/decline process. You will be notified when complete.

Email notifications

- Submission confirmation – you did submit the request use form
- Approved/Decline confirmation
- Reminder of upcoming reservation

Visual instructions

- View Request Form via the library website > Services > Rooms & Reservations.
 - Direct link: <https://calcasieulibrary.org/meeting-rooms>



- Click the Reservation Request button located near the bottom of the page.



Online Room Request Form
(How-to instructions)



View/Manage Reservations

View ALL past or current reservations. The list is limited to reservations that included a library card and PIN on the request form.

- Choose Date and Branch.
 - You can view all rooms, or filter by library location (s).

Reserve a room

Choose a date and room then pick a time

◀ November 4, 2022 ▶

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

📍 CENTRAL BRANCH

Central 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	Available	Available	Available	Available	Available	Available	Available

📍 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	Available	Available	Available	Available	Available	Available	Available

📍 SULPHUR REGIONAL BRANCH

Sulphur Community 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	Available	Available	Available	Available	Available	Booked	Booked

- Click on Room Name.

- Use the time bar to choose a start time and end time.
- Click on the start time then click on the end time.
- See legend for availability, etc.

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](#)

- Complete online form.

📍 **Moss Bluff Conference Room**, Moss Bluff Branch

📍 **11:00am - 4:00pm**, November 04, 2022

Library card number

PIN / Password

Find details

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.

- Library card number and PIN are optional.
 - **TIP:** if entered, you can view all reservations via a special *myreservations* link sent in confirmation email or on the Meeting Room webpage.
 - Enter library card and PIN then click Find Details. Certain info will auto populate on the form.
- Click Next.
- View Confirmation Screen.
- Click Reserve.
- You'll receive a confirmation message on the screen as well as an email address.
- A library card and PIN (if supplied within the reservation form), or the Ref number on the confirmation screen/email can be used to view this specific reservation.

Reservation details



Central Library

1:00pm - 5:00pm, January 30, 2020

4 hours

Booking details

First name

DELORES

Last name

HERBERT

Phone

Email

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

* field required

Cancel

Reserve

Your room booking information

Central Room

Central Library

RESERVATION FOR:

Reservation of this room requires approval. Your reservation is pending review. You will receive another notification once your request is approved.

January 30, 2020

1:00pm - 5:00pm

Ref: Stimys

View online

You can manage your room bookings at:
calcasieulibrary.libnet.info/myreservations

Managing Reservations

- My Reservations link: <https://calcasieulibrary.org/myreservations>
 - If you entered your library card and PIN when you requested use of a room, then use the library card and PIN to view reservations. Otherwise, you'll need to use the Ref number supplied on the confirmation screen after you completed the request form or via the confirmation email to view a specific reservation.
- Enter the library card/PIN or Ref number, then click GO.
- The status of the reservation will display. Approved, Awaiting Approval, etc.
- You may cancel a reservation by using the cancel button that corresponds with the specific reservation.

Manage your room reservations

Library card Reference

Please enter your library card and PIN below to cancel or view your registration

Welcome DELORES, here are your reservations at Calcasieu Parish Public Library.

Just a Test
just a Test
Thursday, January 30, 2020: 1:00PM - 5:00PM
📍 Central Library - Central Thielen Room
● *Cancelled*

Registration reference: Stlmys
Name: DELORES HERBERT
Email: _____
Phone: _____

Update: January 22, 2024