

getting started with online room reservations

Dec 2024



about our rooms

Middlesex County Library has a number of different spaces that are bookable for public use:

- Program Rooms at Dorchester, Glencoe, Komoka, Lucan, Parkhill, Strathroy & Thorndale
- Offices at Dorchester, Lucan, & Parkhill
- Study Rooms at Dorchester & Glencoe
- Meeting Pods at Ailsa Craig, Komoka, Strathroy & Thorndale
- The Music Space at the Glencoe Library

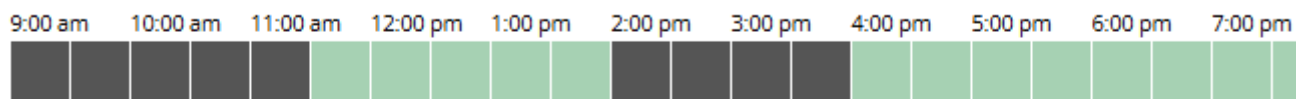
Program rooms will be used for programs and approved government, community and social services, and will not be used by external groups for:

- The solicitation of business, for profit or for fundraising
- Personal activities or private social functions
- Purposes that are disruptive to the normal operations of the library
- Purposes that contravene the law, municipal bylaws or Library policies.

To view the Room Use Policy and FAQ, or to make a reservation visit library.middlesex.ca/reserve-a-room

reserving a room online

- Select the “Public” booking type and click ‘done’.
- Use the calendar of directional arrows on either side of the date to select the date of your room booking. You can choose which locations to view by selecting from the menu on the left.
- Rooms can be booked by the half-hour. A green box means that the room is available for that half-hour, grey means it is unavailable. To start your booking, click in green boxes to select the time you want to reserve.

A screenshot of the online booking interface. It shows a dropdown menu titled "Booking Type" with the text "Please choose the type of room booking" above it. The dropdown menu is open, showing "Public" as the selected option. To the right of the dropdown is a blue button labeled "done".

- Once your time is selected, click the blue “Reserve now” button to continue with your booking.
- A library card is not required to make a booking. If you choose to enter your library card and PIN, some fields will auto-fill for you, and it will be easier to track your reservations.
- Name, email, an estimated number of attendees, and agreement with MCL’s Policy FAC 10, as well as the terms and conditions, are required for all bookings.
- Program room bookings also require a group name, description of your event and a phone number.
- Once all information is entered, click the green ‘Next’ button to continue.
- Review your booking information, and click the green “Reserve” button to complete your booking.
- Office, study room and pod bookings are automatically approved. Requests for program rooms and the Music Space are reviewed before approval. You will receive an email confirming your booking.
- Booking for multiple dates? Add bookings to your basket by clicking the blue “Add to basket” button. After adding all bookings, click the “Room basket” link at the top right. Click the blue “Reserve” button to complete all reservations.

things to know

- Program rooms can be booked up to 90 days in advance, and the Music Space can be booked up to 60 days in advance. All other spaces can be booked up to 14 days in advance.
- Rooms must be booked for a minimum of 30 minutes. Program rooms can be booked for up to 8 hours, study rooms, offices and pods up to 3 hours, and the Music Space for up to 2 hours.
- Program room bookings are limited to 1 booking per day, and a maximum of 16 hours per month. The Music Space is limited to 1 booking per day, and a maximum of 4 hours per week. All other spaces are limited to 1 booking per day, and a maximum of 6 hours per week.
- Program rooms must be booked at least 7 days in advance. All other spaces can be booked up to 1 day in advance.
- Questions? Contact the library library.middlesex.ca/locations or email librarian@middlesex.ca