

How to Make a Request to Book a Meeting Room

1. Select the room and date of your meeting in the red box. You may look at several dates at a time by choosing 3 Days and 1 Week. **Click on Show These Rooms.**
2. Select the time in the grid below. Click on **Request a Reservation of the Selected Room or Rooms** in the blue box.
3. You will briefly see a login screen and then it will jump to the room request page. Here you will fill in your information to send a request to the Library staff. You will have 30 minutes to fill out this form.
4. Fill in an **event name** (i.e. Friends of the Library Executive Board Meeting), **short description** (i.e. monthly meeting), and **contact information** for the request.
5. Choose Non-Library as **Group Type**.
6. Fill in **Expected Attendance** field.
7. Read and agree to the Meeting Room Use Policy in the **Terms** box.
8. Choose any **Equipment** you would like to use.
9. Add a **Private Message** for the Library staff if you need to.
10. Click on **Submit this request** to finish the request process. Your request will be sent to the Library for approval. Once approved or denied, you will receive a confirmation email.