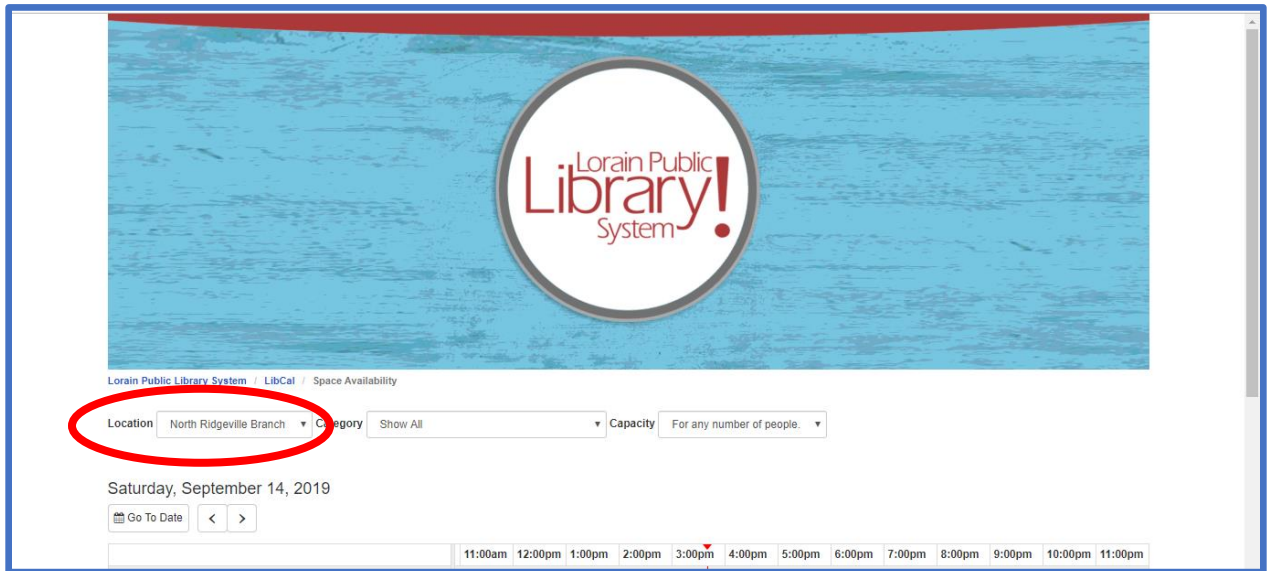
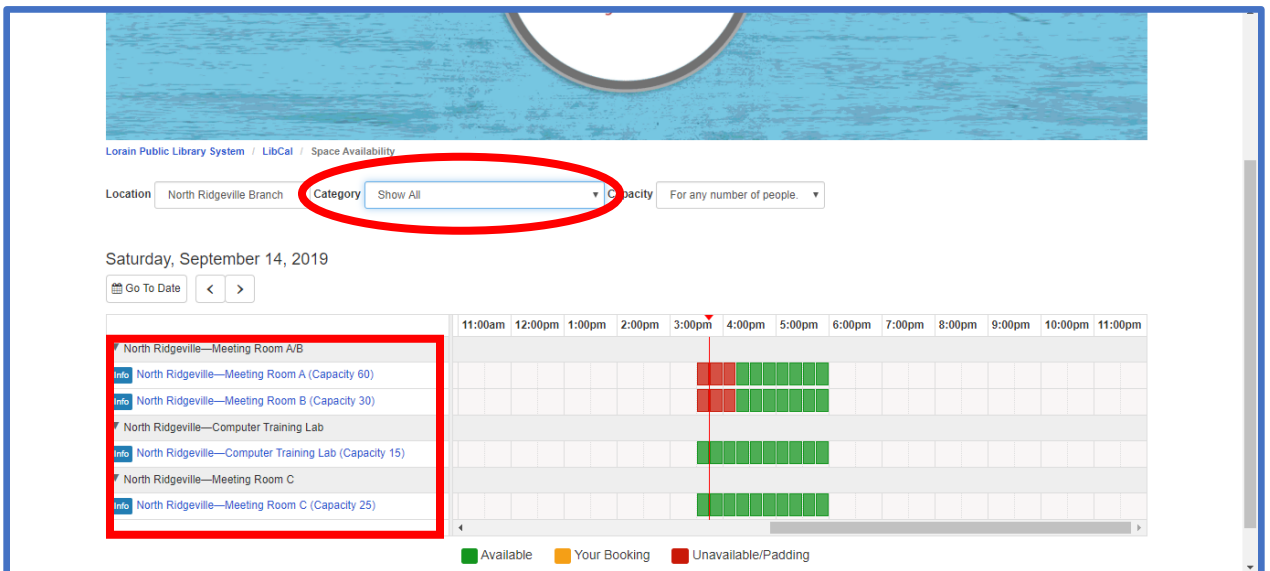


Online Meeting Room Reservation Instructions for Customers

1. Using the **Location** drop-down menu, choose your preferred branch.



2. Using the **Category** drop-down menu, select **Show All** to view all room options for a particular branch. All of the room options will appear on the left-hand side of the page. Each room has a different seating capacity—more information is available once you click on the link for a specific room. Select the room which best suits your needs.



Online Meeting Room Reservation Instructions for Customers

3. Click on a specific meeting room to view room capacity and amenities descriptions.

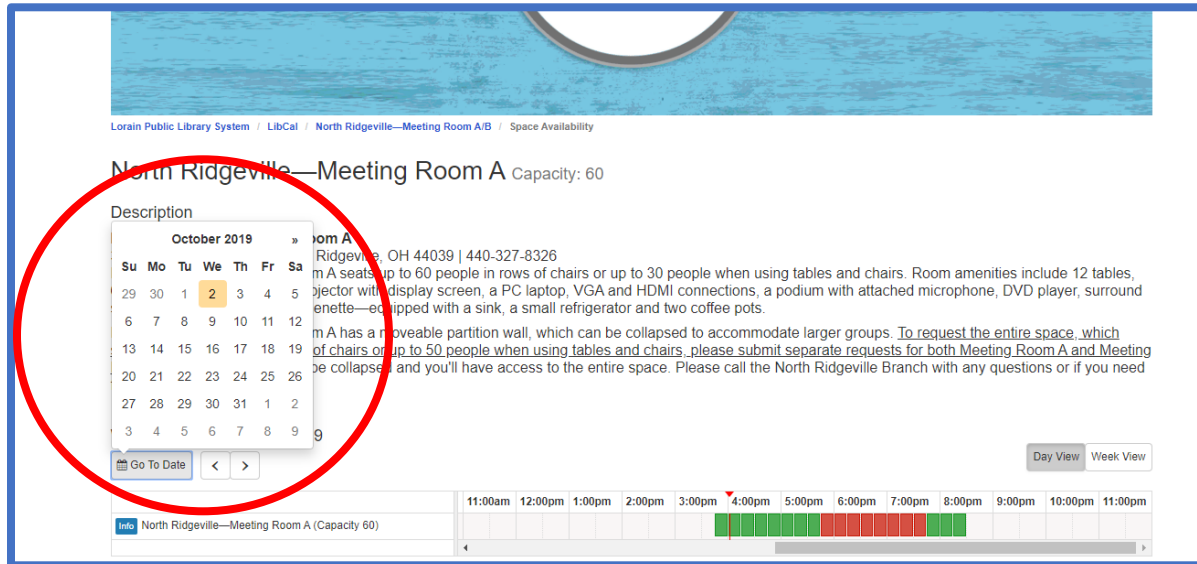
The screenshot shows the 'North Ridgeville—Meeting Room A' page. At the top, there's a blue banner with the Lorain Public Library System logo. Below the banner, the breadcrumb trail reads: 'Lorain Public Library System / LibCal / North Ridgeville—Meeting Room A/B / Space Availability'. The main heading is 'North Ridgeville—Meeting Room A Capacity: 60'. Under 'Description', it provides details about the room's capacity (60 people in rows of chairs or up to 30 people with tables and chairs) and amenities (12 tables, 60 chairs, ceiling-mounted projector, PC laptop, VGA and HDMI connections, podium with microphone, DVD player, surround sound system, and a small kitchenette with a sink, refrigerator, and coffee pots). It also mentions a moveable partition wall that can be collapsed to accommodate larger groups. A date selector shows 'Wednesday, October 2, 2019' with 'Go To Date' and navigation buttons. A 'Day View' button is visible. Below is a time slot grid from 11:00am to 11:00pm. The 4:00pm slot is highlighted in green, indicating availability. A legend at the bottom shows 'Available' (green), 'Your Booking' (orange), and 'Unavailable/Booking' (red).

4. To view a different space, click on the link for the room you are currently viewing. This is located under the library's logo. This will take you back to the previous page.

This screenshot is similar to the previous one, showing the 'North Ridgeville—Meeting Room A' page. The breadcrumb trail 'Lorain Public Library System / LibCal / North Ridgeville—Meeting Room A/B / Space Availability' is highlighted with a red circle, indicating the link to click to view a different space. The rest of the page content, including the room description and the time slot grid, is identical to the previous screenshot.

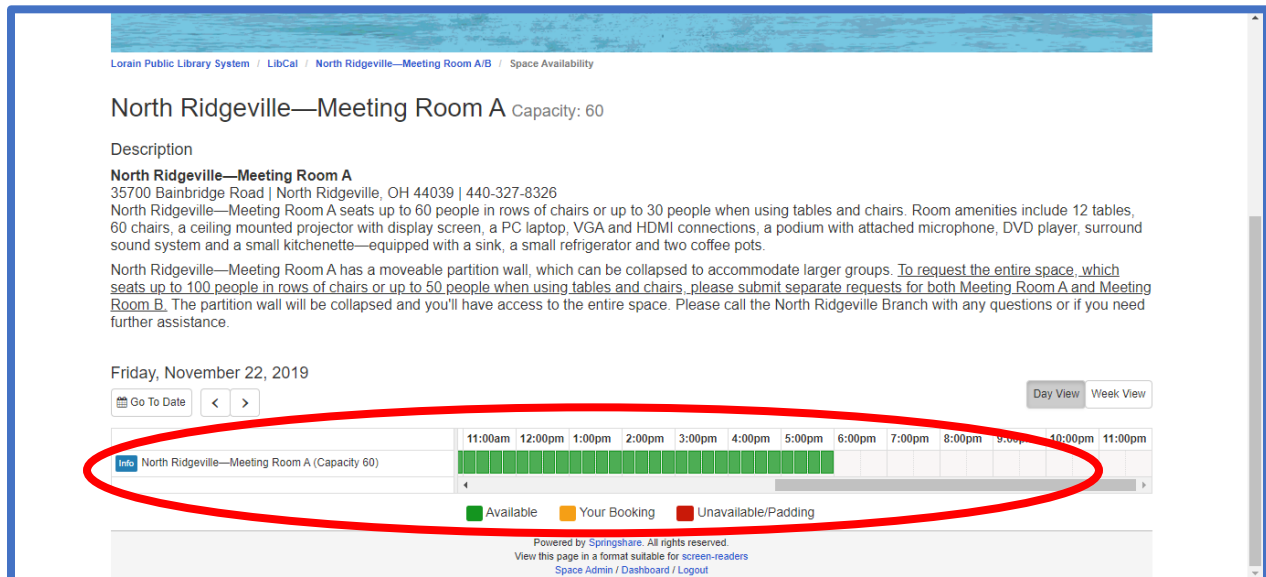
5. After selecting a room, click the “Go To Date” button and select your desired date from the calendar. Meeting room reservations may be made up to three months in advance.

Online Meeting Room Reservation Instructions for Customers



7. Select the desired time from the grid. You can book a room in 15-minute increments up to eight-hours. Please make sure to include set-up and clean-up time when making the reservation. The key at the bottom of the page provides some helpful information—green indicates that a time slot is available; red indicates that a time slot is unavailable. Your tentative booking will appear in yellow. The system automatically adds fifteen minutes of padding to each reservation.

If you select a day past the three-month reservation window or when the library is closed, all of the timeslots will be grayed out.



8. To make a room reservation, select a start time for a specific room. When you hover over a slot with your cursor, the time will appear. The hours are also listed at the top of a page. Each slot represents a 15-minute increment. Once you have chosen a start time,

Online Meeting Room Reservation Instructions for Customers

you will be prompted to select your ending time. The default timeframe for each meeting is 60-minutes. Use the drop-down menu to select a different end time.

North Ridgeville—Meeting Room A Capacity: 60

Description
North Ridgeville—Meeting Room A
35700 Bainbridge Road | North Ridgeville, OH 44039 | 440-327-8326
North Ridgeville—Meeting Room A seats up to 60 people in rows of chairs or up to 30 people when using tables and chairs. Room amenities include 12 tables, 60 chairs, a ceiling mounted projector with display screen, a PC laptop, VGA and HDMI connections, a podium with attached microphone, DVD player, surround sound system and a small kitchenette—equipped with a sink, a small refrigerator and two coffee pots.
North Ridgeville—Meeting Room A has a moveable partition wall, which can be collapsed to accommodate larger groups. To request the entire space, which seats up to 100 people in rows of chairs or up to 50 people when using tables and chairs, please submit separate requests for both Meeting Room A and Meeting Room B. The partition wall will be collapsed and you'll have access to the entire space. Please call the North Ridgeville Branch with any questions or if you need further assistance.

Friday, November 22, 2019

Go To Date < > Day View Week View

	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm	7:00pm	8:00pm	9:00pm	10:00pm	11:00pm
North Ridgeville—Meeting Room A (Capacity 60)	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available

Available Your Booking Unavailable/Padding

North Ridgeville—Meeting Room A: 2:15pm Friday, November 22, 2019 until... 3:15pm Friday, November 22, 2019

Helpful Hint: The Avon, Columbia, North Ridgeville and South Lorain Branches all have a Meeting Room A/B option with a moveable partition wall. Each side is treated as separate meeting room. The wall partition can be collapsed to accommodate larger groups with advance notice. To request the entire space, please submit separate requests for both Meeting Room A and Meeting Room B when making your reservations. These are the only rooms that may be booked simultaneously if available.

9. In order to make an adjustment to the starting time and/or room selection, click the little trash can. You cannot proceed until you have deleted your highlighted selection.

Description
North Ridgeville—Meeting Room A
35700 Bainbridge Road | North Ridgeville, OH 44039 | 440-327-8326
North Ridgeville—Meeting Room A seats up to 60 people in rows of chairs or up to 30 people when using tables and chairs. Room amenities include 12 tables, 60 chairs, a ceiling mounted projector with display screen, a PC laptop, VGA and HDMI connections, a podium with attached microphone, DVD player, surround sound system and a small kitchenette—equipped with a sink, a small refrigerator and two coffee pots.
North Ridgeville—Meeting Room A has a moveable partition wall, which can be collapsed to accommodate larger groups. To request the entire space, which seats up to 100 people in rows of chairs or up to 50 people when using tables and chairs, please submit separate requests for both Meeting Room A and Meeting Room B. The partition wall will be collapsed and you'll have access to the entire space. Please call the North Ridgeville Branch with any questions or if you need further assistance.

Friday, November 22, 2019

Go To Date < > Day View Week View

	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm	7:00pm	8:00pm	9:00pm	10:00pm	11:00pm
North Ridgeville—Meeting Room A (Capacity 60)	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available

Available Your Booking Unavailable/Padding

North Ridgeville—Meeting Room A: 2:15pm Friday, November 22, 2019 until... 3:15pm Friday, November 22, 2019

Submit Times

Online Meeting Room Reservation Instructions for Customers

10. Once you've chosen your start and end times, click the **Submit Times** button to move forward.

North Ridgeville—Meeting Room A
35700 Bainbridge Road | North Ridgeville, OH 44039 | 440-327-8326
North Ridgeville—Meeting Room A seats up to 60 people in rows of chairs or up to 30 people when using tables and chairs. Room amenities include 12 tables, 60 chairs, a ceiling mounted projector with display screen, a PC laptop, VGA and HDMI connections, a podium with attached microphone, DVD player, surround sound system and a small kitchenette—equipped with a sink, a small refrigerator and two coffee pots.
North Ridgeville—Meeting Room A has a moveable partition wall, which can be collapsed to accommodate larger groups. To request the entire space, which seats up to 100 people in rows of chairs or up to 50 people when using tables and chairs, please submit separate requests for both Meeting Room A and Meeting Room B. The partition wall will be collapsed and you'll have access to the entire space. Please call the North Ridgeville Branch with any questions or if you need further assistance.

Friday, November 22, 2019

Go To Date < >

Day View Week View

11:00am 12:00pm 1:00pm 2:00pm 3:00pm 4:00pm 5:00pm 6:00pm 7:00pm 8:00pm 9:00pm 10:00pm 11:00pm

Info North Ridgeville—Meeting Room A (Capacity 60)

Available Your Booking Unavailable/Padding

North Ridgeville—Meeting Room A: 2:15pm Friday, November 22, 2019 until... 3:15pm Friday, November 22, 2019

Submit Times

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View this page in a format suitable for screen-readers

11. You'll be asked to fill out a brief form with your contact information. Before you do, please verify that the room selection, date and time are correct. If not, please select **change** to modify your information.

LibCal: Manage Spaces | Space Availability | Space Availability | Lorain Public Library | Reserve a room - | Home - Canva | Copy of Welcome - |

lorainpubliclibrary.libcal.com/spaces?lid=47248&gid=0

Lorain Public Library System / LibCal / Space Availability

Booking Details

Room	Category	From	To	
North Ridgeville—Meeting Room C	North Ridgeville—Meeting Room C	1:00pm Saturday, September 21, 2019	2:00pm Saturday, September 21, 2019	Change

Fill out this form to submit your booking for approval. You will receive an additional follow up email with the Library's decision.

Full Name * First Name Last Name

Email *

Phone Number *

Address 1 *

Address 2

4:58 PM 9/14/2019

Online Meeting Room Reservation Instructions for Customers

- You'll be prompted to enter your contact information—including your first name, last name, email address, telephone number, mailing address, group or organization name and anticipated number of attendees. You'll be asked to summarize the purpose of your meeting in a phrase or sentence. You are given the option of providing an event name as certain groups may be hosting a special event or speaker. You will also need to indicate they understand and agree to following the Meeting Room Policy. Select **"Submit my Booking"** to finalize the process.

The screenshot shows a web form for reserving a meeting room. At the top, there is a header with the text "North Ridgeville—Meeting Room C" repeated twice, followed by the dates and times "1:00pm Saturday, September 21, 2019" and "2:00pm Saturday, September 21, 2019", and a "Change" link. Below the header, a message states: "Fill out this form to submit your booking for approval. You will receive an additional follow up email with the Library's decision." The form contains several input fields: "Full Name *" with sub-fields for "First Name" and "Last Name", "Email *", "Phone Number *", "Address 1 *", "Address 2", "City *", "State *", "Zip Code *", "Group Name *", and "Event Name". Each field is represented by a white rectangular box with a light gray border.

- You'll receive a pop-up confirming the room request was submitted and is now pending Library approval. Request must be reviewed by the Branch Manager and/or their designee. This process is normally completed within 24 to 48 hours. If you need a quicker response time, please call your local branch so that they can expediate the request.

The screenshot shows a confirmation pop-up with a blue border. It contains the text "Thank you!" in a large, bold font. Below it, in a smaller font, is "The following bookings are now pending Library approval:". This is followed by the booking details: "North Ridgeville—Meeting Room C: 1:00pm - 2:00pm, Saturday, September 21, 2019". Below this, it says "You will receive an email with the Library's decision. Please check your spam folder, too." At the bottom, there is a blue button with the text "Make Another Booking" in white.