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

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.

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.
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,
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.

Helpful Hint: The Columbia Branch, North Ridgeville Branch and South Lorain Branch 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.

Helpful Hint: The Columbia Branch, North Ridgeville Branch and South Lorain Branch 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.
10. Once you’ve chosen your start and end times, click the **Submit Times** button to move forward.

![Image of meeting room reservation interface]

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.

![Image of booking form interface]
Online Meeting Room Reservation Instructions for Customers

12. 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.

13. 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 expedite the request.