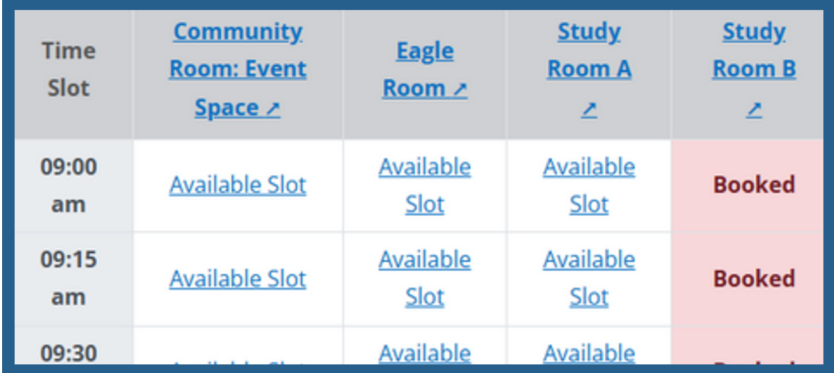


Book-a-Room Quick Start Guide

1. Click on an available time



Time Slot	Community Room: Event Space ↗	Eagle Room ↗	Study Room A ↗	Study Room B ↗
09:00 am	Available Slot	Available Slot	Available Slot	Booked
09:15 am	Available Slot	Available Slot	Available Slot	Booked
09:30		Available	Available	

2. Choose time: up to 3 hours (12 blocks)

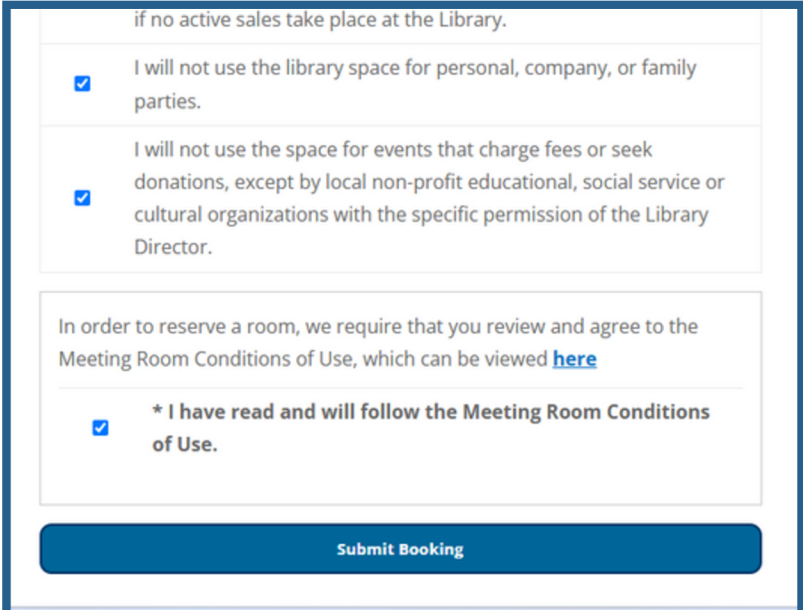


Select Time(s):

9:00 am 9:15 am 9:30 am 9:45 am 10:00 am 10:15 am 10:30 am
10:45 am 11:00 am 11:15 am 11:30 am 11:45 am 12:00 pm

3. Add your info! **Name & phone/email required.**

4. Check all the affirmation boxes



if no active sales take place at the Library.

I will not use the library space for personal, company, or family parties.

I will not use the space for events that charge fees or seek donations, except by local non-profit educational, social service or cultural organizations with the specific permission of the Library Director.

In order to reserve a room, we require that you review and agree to the Meeting Room Conditions of Use, which can be viewed [here](#)

* I have read and will follow the Meeting Room Conditions of Use.

[Submit Booking](#)

5. And click "Submit"