# Reserving a Room (for patrons)

Library Calendar includes a feature that allows patrons to use the site to submit room use requests. The following instructions show the process for patrons.

Go to your Reserve a Room page. You generally have two different options for reserving a room: reserving by room and reserving by time.

Choosing By Room will show you a list of all rooms at the library.
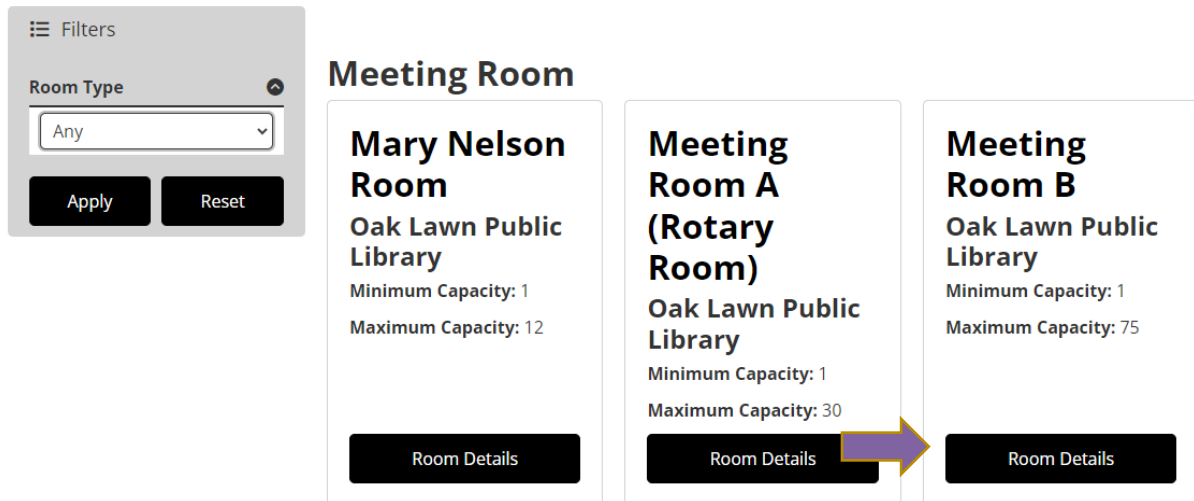
The Room Details page will display all the information about the room, including the available equipment, room setup options, and room capacity. Use the date selector to look at the room's availability on a given day—make sure to click Apply after changing the date. The daily calendar underneath will display the hours the room is available. Any greyed-out blocks are not available.

Click the + button to select a start time for your reservation and go to the application.

	Sun - 5/10	Mon - 5/11	Tue - 5/12	Wed - 5/13	Thu - 5/14	Fri - 5/15	Sat - 5/16
	9:00am	9:00am +	9:00am +	9:00am +	9:00am +	9:00am +	9:15am
	9:15am	9:15am +	9:15am +	9:15am +	9:15am +	9:15am +	9:15am
	9:30am	9:30am +	9:30am +	9:30am +	9:30am +	9:30am +	9:30am
	9:45am	9:45am +	9:45am +	9:45am +	9:45am +	9:45am +	9:45am
	10:00am	10:00am +	10:00am +	10:00am +	10:00am +	10:00am +	10:00am +
	10:15am	10:15am +	10:15am +	10:15am +	10:15am +	10:15am +	10:15am +
	10:30am	10:30am +	10:30am +	10:30am +	10:30am +	10:30am +	10:30am +

Date field: 05/15/2020   Apply

If you choose By Day, you must first select some search parameters. A message will load on the screen initially with this information.

Select a time and duration for your reservation.

Use the filter to set a start date, start time, and duration for your request. Click or tap the "Apply" button to search for available rooms. Alternatively, you can **find an opening by room** instead.

Use the filters on the left to search for rooms that are available on a specific date, time, and duration; you can also limit results by room type or location. Click Apply Filters to generate a list of which rooms fit your criteria.

Once you apply a filter selection, the page will reload with room cards for any rooms that are available during the set window.

Click Reserve this Room to go to the application, or click Room Details to view more information about the room.

Meeting Room

Mary Nelson Room
Oak Lawn Public Library
Wednesday, March 6, 2024
9:00am - 11:00am

Minimum Capacity: 1

Maximum Capacity: 12

Room Details

Reserve This Room

Meeting Room A (Rotary Room)
Oak Lawn Public Library
Wednesday, March 6, 2024
9:00am - 11:00am

Minimum Capacity: 1

Maximum Capacity: 30

Room Details

Reserve This Room

Meeting Room C
Oak Lawn Public Library
Wednesday, March 6, 2024
9:00am - 11:00am

Room Details

Reserve This Room

After using either the By Room or By Day option to select a room and a time, you will go to the Create Reservation form. Fill out this form with the information about

your meeting, making sure to answer all required questions (noted with a red asterisk). The form will ask for:[1]

- **Name: contact name your reservation**
- **Terms & Conditions: read the room reservation policy (opens in a new window), and then check this box to confirm**
- **Reservation Date: select your meeting start date and time (defaults to the one you selected on the previous screen) and your meeting end date and time**
- **Library Branch: select the library branch where you want to reserve a room (will be set from your room selection on the previous page)**
- **Room: select your room (defaults to the one you selected on the previous screen—you may see a special message about using this room)**
- **Expected Attendance: enter the number of people expected**
- **A/V Equipment Needed: select appropriate radio button option to indicate whether or not you need to use the room's A/V equipment**
- **Library Card: enter your library card number**
- **Contact Name: add the name of the contact for the reservation**
- **Contact Email: let us know where to send notification emails**
- **Send notifications via e-mail: appears checked by default after entering and email address; uncheck this box to opt out of receiving email confirmations, change notices, and reminders**
- **Contact Phone Number: let us know what number you can be reached at**
- **Contact Address: enter a valid mailing address**
- **Organization: enter the name of the organization hosting the meeting**
- **Organization Type: select the organization's type from the dropdown menu (note: you may see a special note or be asked for additional information depending on what you select here)**
- **Special Requirements: include any additional notes or questions**
- **Purpose of Meeting: include a description of your meeting**

When you have completed the request form, click the Submit button. If there is any issue with your request (such as a required field that wasn't filled out, an issue with the time/date of your request, or any other rules the library has in place), you will

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[1] Please note that some options may not appear based on which room and/or time you have selected and based on options that the library has disabled.

see a specific error message and have a chance to update your form and submit again. Otherwise, the request will go through and you will see either a confirmation message or confirmation screen. You should also expect to receive a notification letting you know about the request status.

If the library uses eCommerce, you may see a total for your reservation as you are making the request(NON RESIDENT FEE). Payment for this isn't expected at the time of request; rather, you will receive a payment form via email once the library reviews the request and marks it as Payment Pending.

Any changes in your request status will generate an email informing you about those changes. Most emails will include a link to cancel your request. When a request is approved, you will receive a reminder before your reservation time.