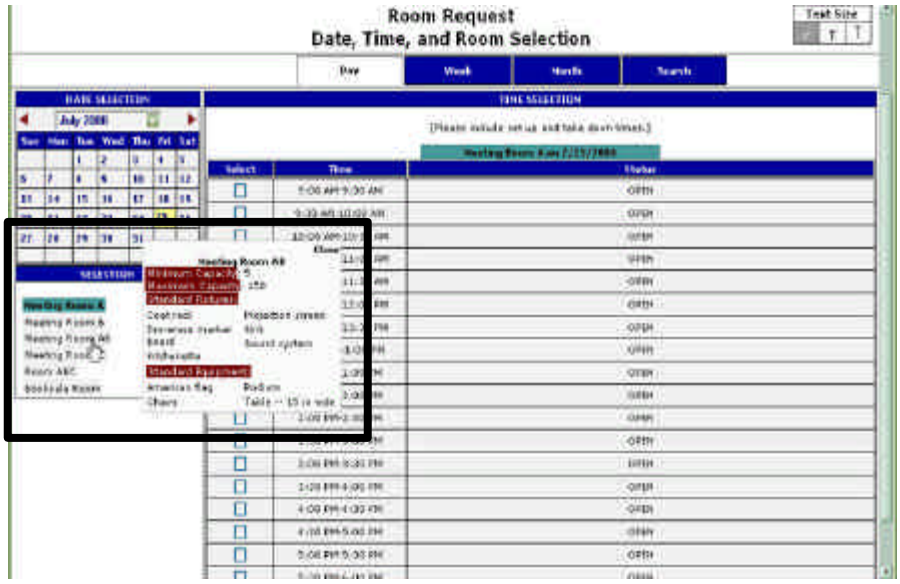
WARSAW COMMUNITY PUBLIC LIBRARY
ONLINE MEETING ROOM RESERVATION
REQUEST INSTRUCTIONS

1. Click the "Meeting Room Request" button on either the homepage of the library's website (www.warsawlibrary.org), or the button located on the meeting room page of the website (www.warsawlibrary.org/services/meeting_rooms.htm). This will open the current month's view of the room request calendar.

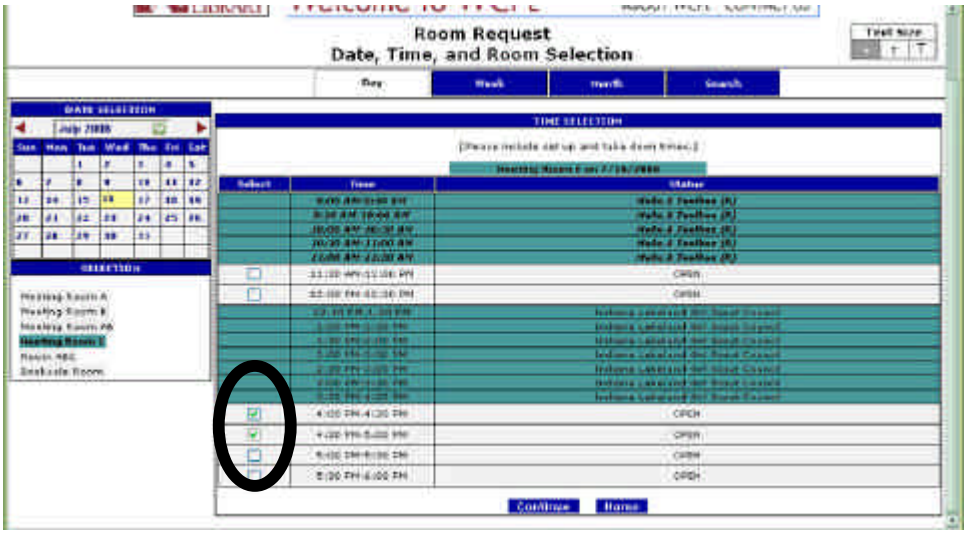
2. Find the date on the calendar for which you would like to reserve a meeting room. Click on the <u>underlined date.</u> This will open the view for just that day.



3. On the left hand side of the window there is a box labeled "Selection". This is a list of all the rooms available. If you move your mouse over each room name a window displays giving information about the room.

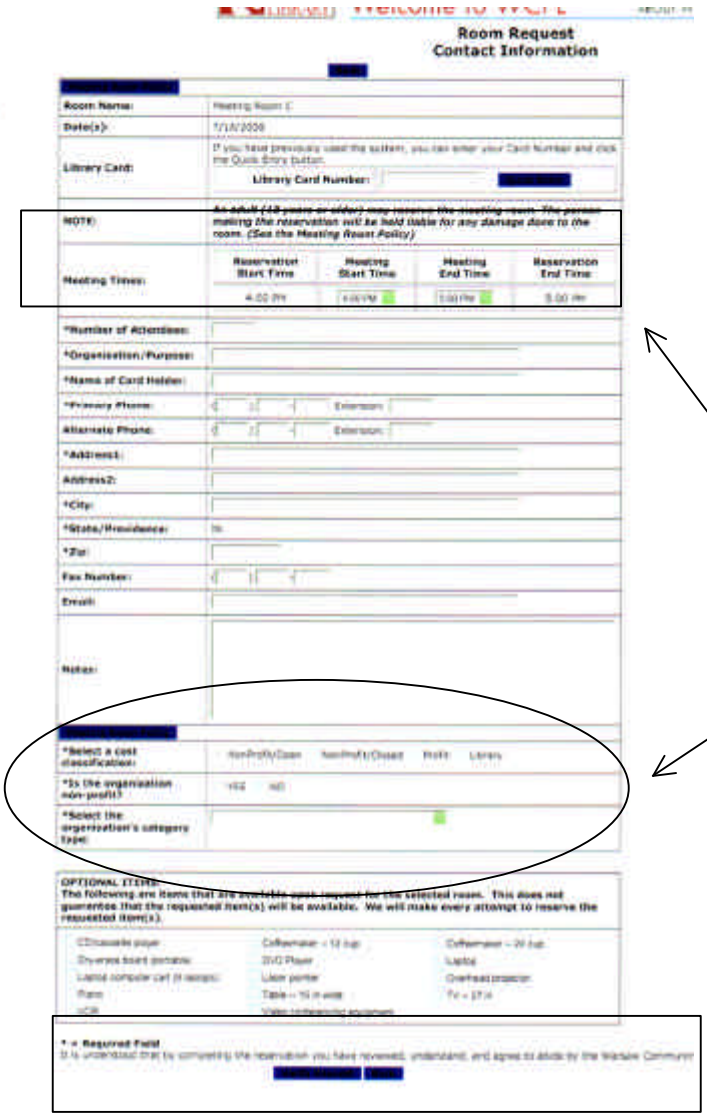
Click on the name of the room you would like to reserve.

4. Once you have chosen the room, on the right hand side of the window the room's available hours will display. Hours that have already been reserved will be shaded.



5. In the column labeled "Select" click on ALL the boxes for the hours you need to reserve the room – don't forget to include set up and clean up times. For example, if you need the room, 4:00pm to 5:00pm, you would click on the boxes for 4:00-4:30pm and 4:30-5:00pm.

Once you have selected the needed time slots, click on the blue "Continue" button located at the bottom of the screen.



6. The next window to appear will be the "Contact Information"form. You need to fill out the form with all the information about your meeting and organization. Fields marked with an * must be completed. You do not need to fill in the library card number unless your group is non-profit and the meeting is open to the public.

In the meeting time field, there are 4 sections. The first indicates the starting time of your reservation, the second you choose the starting time of the actual meeting, the third indicates the actual ending time of the meeting, and the fourth indicates the end of the reservation. The 1st and 3rd fields are used to indicate setup and take down times.

If you fill out the email field, you will receive an email with your room request approval or denial.

In the meeting room policy section of the form is where you indicate if your group is non-profit (and if the meeting is closed or open to the public) or profit/commerical and there by closed. This is the section that controls whether or not you wil be charged for your use of the room.

When the form is completely filled out, click on the "Verify request" button at the bottom of the page.

7. The next window to appear is the "Room Request Summary". You should review the information to make sure the request form was filled out accurately. If everything is correct, click the "Submit" button at the bottom of the screen.

8. Once the form has been submitted, a room request confirmation window opens. You need to either print this screen, or write down the confirmation number. The confirmation notice will indicate the status of the request, the confirmation number, and if there is any payment required for use of the room. If you incur a charge to use the room, you can either pay in person at the circulation desk, or mail the payment to Circulation Supervisor/Mtg Rm, Warsaw Community Public Library, 310 E. Main St., Warsaw, IN 46580. Payment is due by the date of the room reservation.

Your reservation is not final until you receive either a phone call or email from the library indicating that the request has been approved. Approval or room request denials should be received within 48 to 72 hours.