

Reserving a Room (for patrons)

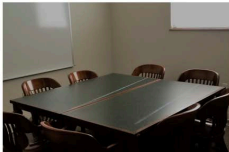

Library Market includes a feature that allows patrons to use the website to submit meeting room use requests. The following instructions show the process for patrons.

Go to <https://events.trl.org/reserve-room>. You have two different options for reserving a room: reserving by room and reserving by day.



Choosing *BY ROOM* will show you list of all rooms at the library. Click the title of the room or its *Room Details* button to select a date and time for your reservation.

Meeting Room

 <p>Conference Room (North Mason) North Mason Maximum Capacity: 8</p> <p>Room Details</p>	 <p>Meeting Room (North Mason) North Mason Maximum Capacity: 65 Meeting room may be reserved outside regular library hours. See staff during library hours to obtain the key.</p> <p>Room Details</p>
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The Room Details page will display all the information about the room, including the available equipment 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.

Library Branch
North Mason

◀
08 / 18 / 2022
Apply
▶

Sun - 8/14	Mon - 8/15	Tue - 8/16	Wed - 8/17	Thu - 8/18	Fri - 8/19	Sat - 8/20
9:00am	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
9:30am	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	+	+
10:15am	10:15am	10:15am	10:15am	10:15am	+	+
10:30am	10:30am	10:30am	10:30am	10:30am	+	+
10:45am	10:45am	10:45am	10:45am	10:45am	+	+
11:00am	11:00am	11:00am	11:00am	11:00am	+	+
11:15am	11:15am	11:15am	11:15am	11:15am	+	+
11:30am	11:30am	11:30am	11:30am	11:30am	+	+
11:45am	11:45am	11:45am	11:45am	11:45am	+	+
12:00pm	12:00pm	12:00pm	12:00pm	12:00pm	+	+
12:15pm	12:15pm	12:15pm	12:15pm	12:15pm	+	+
12:30pm	12:30pm	12:30pm	12:30pm	12:30pm	+	+
12:45pm	12:45pm	12:45pm	12:45pm	12:45pm	+	+
1:00pm	1:00pm	1:00pm	1:00pm	1:00pm	+	+
1:15pm	1:15pm	1:15pm	1:15pm	1:15pm	+	+
1:30pm	1:30pm	1:30pm	1:30pm	1:30pm	+	+
1:45pm	1:45pm	1:45pm	1:45pm	1:45pm	+	+
2:00pm	2:00pm	2:00pm	2:00pm	2:00pm	+	+



After selecting 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

- **Title:** name your event
- **Terms & Conditions:** check box after reading the room reservation policy
- **Setup & Teardown Time:** add a buffer time to the beginning and end of your event to block off extra time to set up and clean the room
- **Event 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)
- **Room Setup:** select your desired room layout (options listed on room detail page)
- **Room Setup Notes:** if you have any additional notes regarding setup of the room, put them here
- **Food or Drink?:** check this box if you are planning to serve food or drink at your event
- **Expected Attendance:** let us know how many people will be there
- **Equipment Available:** check the boxes for which equipment, if any, you will need
- **Library Card:** enter your library card number
- **Contact Name:** add the name of the contact for the reservation

- **Contact Email:** to send approval, notification, and meeting reminder emails
- **Contact Address:** enter a valid mailing address
- **Contact Phone Number:** let us know what number you can be reached at
- **Organization:** give us the name of the organization hosting the meeting
- **Organization Type:** select the organization's type from the dropdown menu (note: you may be asked for additional information depending on what you select here)
- **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 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 custom confirmation screen. You should also expect to receive an email letting you know about the request status.

In some cases, rooms are unmediated, meaning that they are approved as soon as they are created (provided the room and date/time are both available and allowed by the system rules). In other cases, rooms are mediated, meaning a request needs to be reviewed by the library before it can be approved.

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.

Please contact a staff member at your local Timberland library for assistance.

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.