

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 time.

Reserving a Room at the Library

Many Timberland libraries have one or more meeting rooms that may be reserved by individuals and groups.

- Library meeting rooms are available free of charge as a public service for use by individuals, organizations, or community groups when those meeting rooms are not in use for TRL affiliated or sponsored activities.
- Due to indoor face mask requirement, **food and drinks are not currently permitted** in library meeting rooms. Thank you for your understanding.
- Meeting rooms may be reserved up to 2 months in advance.
- No more than 2 meeting room reservations in advance per calendar month.
- Library staff will review all reservation requests and **notify you of the status within three (3) working days** of receipt of the reservation request.
- Additional same-day, drop-in meetings may be allowed if the meeting room is not in use, for up to two hours.
- When choosing a time, select the actual start time for your meeting. Greyed-out blocks are not available. The request form will include options to add an additional 60 minutes to setup the room and 60 minutes to tear down the room, you can request to adjust this setup and tear down time as needed. This additional time is for you to set-up, clean, and reset the room.
- You must return the space to pre-event condition after your meeting reservation time is completed.
- Read our **full policy** and **procedures** on meeting room use.

Click one of the buttons below to get started.



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.

A screenshot of a web interface showing two room reservation cards. The left card is for the 'Conference Room (North Mason)' with a photo of a conference room, the text 'North Mason Room Capacity: 8', and a green 'ROOM DETAILS' button. The right card is for the 'Louis Hough Community Room' with a photo of a community room door, the text 'Ocean Park Room Capacity: 35', a note about reserving outside regular hours, and a green 'ROOM DETAILS' button. A yellow arrow points from the right towards the 'ROOM DETAILS' button of the Louis Hough Community Room card.

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.

Louis Hough Community Room

[View](#) [Edit](#) [Devel](#)

Description:

Meeting room may be reserved outside regular library hours. See staff during library hours to obtain the key.

Library Branch

Ocean Park

Equipment

tables, chairs, sink, microwave, Smart TV, white board, small podium, closet with hangers, small refrigerator, 12-cup coffee maker

Seating

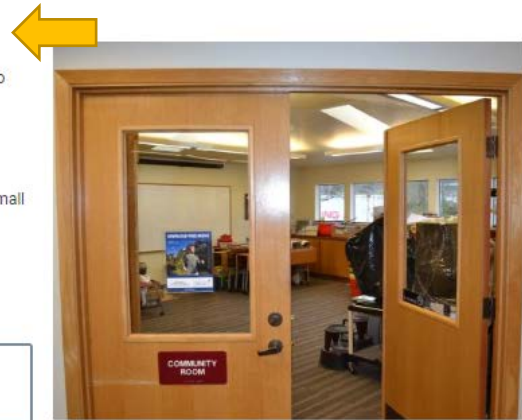
tables, chairs

Capacity

35

Event Date
 [APPLY](#)

6:00am	6:00am	+
	6:15am	+
	6:30am	+
	6:45am	+
7:00am	7:00am	+
	7:15am	+
	7:30am	+



If you choose *Select a Day and Time*, you can use the filters to search for rooms that are available on a specific date, time, and duration. Click *Apply Filters* to generate a list of which rooms fit your criteria.

FILTERS

ROOM TYPE

Start Time

Duration

LIBRARY BRANCH

[APPLY](#) [RESET](#)

This filter will automatically default to the soonest time available for any library rooms. Once you apply a different filter selection, the page will reload with room cards for any rooms that are available during your window.

Louis Hough Community Room

Ocean Park
 Friday, November 15th, 2019
 10:00am - 11:00am
 Room Capacity: 35

Meeting room may be reserved outside regular library hours. See staff during library hours to obtain the key.

[ROOM DETAILS](#) [RESERVE THIS ROOM](#)

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



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

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.

- **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.