

How to Request a Room

1. Click the "Meeting Rooms" link on <http://sclibs.net>.
2. Read the Meeting Room Policy.
3. Click "Room Request."
4. Choose your preferred library and room.
5. Today's date displays automatically. Choose your meeting date from the small calendar or see available dates by changing your view from Day to Week or Month.

Month View - This view displays the current month's schedule for your selected room.

Week View - This view displays the week's schedule for your selected room.

Room Request
Date, Time, and Room Selection

Day Week Month Search / Recurring

DATE SELECTION: November 2010

TIME SELECTION: [Please include set up and take down times.]

Conference Room on 11/23/2010

Select	Time	Status
<input type="checkbox"/>	10:00 AM-10:15 AM	OPEN
<input type="checkbox"/>	10:15 AM-10:30 AM	OPEN
<input type="checkbox"/>	10:30 AM-10:45 AM	OPEN
<input type="checkbox"/>	10:45 AM-11:00 AM	OPEN
<input type="checkbox"/>	11:00 AM-11:15 AM	OPEN
<input type="checkbox"/>	11:15 AM-11:30 AM	OPEN
<input checked="" type="checkbox"/>	11:30 AM-11:45 AM	OPEN
<input checked="" type="checkbox"/>	11:45 AM-12:00 PM	OPEN
<input checked="" type="checkbox"/>	12:00 PM-12:15 PM	OPEN
<input checked="" type="checkbox"/>	12:15 PM-12:30 PM	OPEN
<input checked="" type="checkbox"/>	12:30 PM-12:45 PM	OPEN
<input checked="" type="checkbox"/>	12:45 PM-1:00 PM	OPEN
<input checked="" type="checkbox"/>	1:00 PM-1:15 PM	OPEN
<input type="checkbox"/>	1:15 PM-1:30 PM	OPEN
<input type="checkbox"/>	1:30 PM-1:45 PM	OPEN
<input type="checkbox"/>	1:45 PM-2:00 PM	OPEN

SELECTION: Expand All | Collapse All

- [+] Elsie Quirk
- [+] Fruitville
- [-] Gulf Gate
 - Meeting Room
 - Conference Room
 - Low Vision Room
 - Computer Lab
- [+] Jacaranda
- [+] North Port
- [+] North Sarasota
- [+] Selby
- [+] Venice

Continue Home

Room Request
Date, Time, and Room Selection

Day Week Month Search / Recurring

DATE SELECTION: November 2010

TIME SELECTION: [Please include set up and take down times.]

Juliano Room on 11/15/2010

Select	Time	Status
<input type="checkbox"/>	10:00 AM-10:30 AM	OP
<input type="checkbox"/>	10:30 AM-11:00 AM	OP
<input type="checkbox"/>	11:00 AM-11:30 AM	OP
<input type="checkbox"/>	11:30 AM-12:00 PM	OP
<input type="checkbox"/>	12:00 PM-12:30 PM	OP
<input checked="" type="checkbox"/>	12:30 PM-1:00 PM	Tech Talk w
<input checked="" type="checkbox"/>	1:00 PM-1:30 PM	Tech Talk w
<input checked="" type="checkbox"/>	1:30 PM-2:00 PM	Tech Talk w
<input checked="" type="checkbox"/>	2:00 PM-2:30 PM	Tech Talk w
<input checked="" type="checkbox"/>	2:30 PM-3:00 PM	Tech Talk w
<input type="checkbox"/>	3:00 PM-3:30 PM	OP
<input type="checkbox"/>	3:30 PM-4:00 PM	OP
<input type="checkbox"/>	4:00 PM-4:30 PM	OP
<input type="checkbox"/>	4:30 PM-5:00 PM	OP

SELECTION: Expand All | Collapse All

- [-] Elsie Quirk
 - Meeting Room
 - Conference Room
- [+] Fruitville
 - Meeting Room
 - Conference Room
 - Low Vision Room
 - Computer Lab
- [+] Jacaranda
- [+] North Port
- Juliano Room
 - Conference Room
- [+] North Sarasota
- [+] Selby
- [+] Venice

Continue Home

6. Choose the date you would like to request for your meeting. If you are not in the day view, click the number for the date.
7. Verify that you have selected the correct library and room.
8. Select the time for your meeting by placing checks in the boxes. (Please consider set up and clean up times in your request.)
9. Click "Continue" to go to the Room Request Contact Information Form.

10. Complete the form and click "Verify Request."
11. Review the information on the Room Request Summary page. If correct, click "Submit Request."

Submit Request

12. Print out or write down the confirmation number for the request.

Room Request
Contact Information

Branch: Elsie Quirk Library

Meeting Room Policy

Room Name: Meeting Room

Date(s): 11/29/2010

NOTE: The person making the reservation will be held liable for any damage done to the room. (See the Meeting Room Policy.)

Meeting Times:

Reservation Start Time	Meeting Start Time	Meeting End Time	Reservation End Time
12:00 PM	12:00 PM	2:00 PM	2:00 PM

Number of Attendees:

*Organization:

Purpose:

*Contact Person's Name:

*Primary Phone: Extension:

Alternate Phone: Extension:

*Email:

Notes:

I have agreed to the meeting room policy: YES NO

Meeting Room Policy

*Is the organization non-profit? YES NO

* = Required Field

Verify Request Back

Please note this is a request. You will be contacted when your request has been confirmed and at that time you may continue planning your meeting.

To cancel a room request, visit the Meeting Rooms page on <http://sclibs.net>, look for the link to cancel and have your confirmation number ready.