Meeting Room Reservations

Searching for a Room

1. Go to *www.mylibrary.us/meet*

2. Click "Step 1: Read Terms of Use," then click the back arrow button.

3. Click "Step 2: Reserve Your Room."

4. Click the down arrow to select a meeting room location

Search Spaces -   Select a Location

Select the location where you woul

| Select a Location |
| Carbon Valley Regional Library Room Reservations |
| Centennial Park Library Room Reservations |
| Erie Community Library Room Reservations |
| Farr Regional Library Room Reservations |
| Fort Lupton Public and School Library - Public Branch Room Reservations |
| Kersey Library Room Reservations |
| LINC Library Innovation Center Room Reservations |

5. Click the calendar and clock icons to select the meeting room date and time.
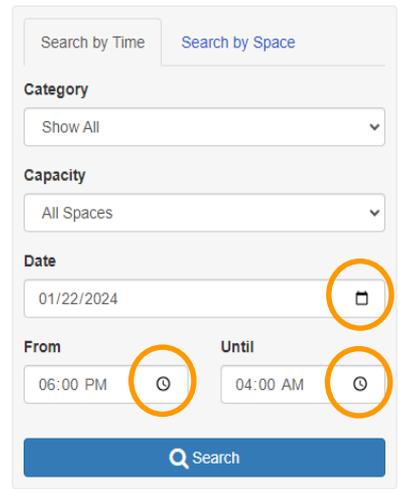
Search by Time	Search by Space

Category

Show All ⌄

Capacity

All Spaces ⌄

Date

01/22/2024 📅

From

06:00 PM 🕐

Until

04:00 AM 🕐

🔍 Search

Selecting and Booking a Room

1. If a room is available, a list of "matches" will appear.

Showing 1 match, 10:00am - 11:00am, Friday, January 5, 2024

Carbon Valley Study Room A
Study Rooms
Included: Tables (3) Chairs (8) Dry Erase Board

: (3)   Chairs (8)   Dry Erase   👤 8

This number indicates the room capacity

A list of "matches" for *unavailable* spaces may appear for your selected time and date. These spaces are available at other times.

Unavailable for selected time, available at other times

Carbon Valley Meeting Room
Meeting Rooms
📅 Available from 10:30am - 11:30am

Included: Tables (12) Chairs (75) Refrigerator Dry Erase Board Projector & Projection Screen Sink Microwave

) Chairs (75)   Refrigerator   Dry E
tor & Projection Screen   Sink   Micr   👤 150

Book Now

2. Click "Book Now" to select the room.

3. Fill in the required fields in the form.

4. List any required equipment — The list of available equipment is located under the room picture.

5. Click the check box "I agree to the Terms & Conditions of the booking."

7. Click "Submit my Booking."

Final Steps

1. A **Pending Reservation** email will be sent after the reservation/booking has been submitted.

2. Reservations must be approved by library staff. A **Reservation Confirmation** email will be sent after the reservation/booking has been approved.

3. Please save the approval email. This email contains a link that allows you to cancel your reservation. Click the link to cancel the reservation.

4. You cannot edit a reservation once you've submitted it. Instead, cancel your booking and create a new one.

Meeting Room

Reservation Requirements

- A library card is required upon checking into the room.

- Please bring your library card with you when checking into the room. The person who used their card to make the reservation needs to be present when checking in and needs to have their library card with them.

- If another person in the group wishes to assume the reservation, they must present a valid library card and be willing to accept responsibility for the room deposit.

- If you do not have a library card when making your reservation, please arrive early to complete a library card registration form prior to your meeting.

- Reservations may be made no more than 45 days in advance.

- Full terms of use available here:

  https://www.mylibrary.us/meeting-room-terms-conditions/

highplains
Library District