

Meeting Room Rental



Communico Reserve: Reserving a Room for the Public

1) Meeting Room Links (always book on the public side)

[Meeting Room Rental Page](#)

[Reserve: Direct Link for Booking outside groups and individuals](#)

Communico Staff Side (payments and outside event searches)

[Communico Control Panel \(to collect payment and search\)](#)

Learn

[Training Videos](#)

2) [Eligibility and meeting room policy](#)

- Individuals renting space must be a Reading resident, represent a Reading non-profit, or a government entity
- meeting serves an educational, cultural, or civic purpose to the community
- no fees are required for people to attend or register, and no goods or services are for sale
- Reading residents are the primary audience

(When in doubt, take the patron's contact info and give it to Michelle or Cheyenne for follow-up)

3) Choose a room:

- **Conference Room (seats 25)**
Includes wall-mounted smart TV and speakers
- **Community Room A (seats 40)**
Includes wall-mounted screen, speakers, projector, podium, and microphone system; piano use requires approval and an extra fee
- **Community Room B (seats 40)**
This room has direct kitchen access.
- **Community Room A & B (seats 90-100)**
Combines features of both spaces.
- **All Rooms [\(see attached fee schedule\)](#)**
The renter is responsible for setting up the room or must pay a custodial fee.
Kitchen access is available for an additional fee.
AV and Technology help are available at an additional fee

To Book:

- Choose the **Booking Type** from the pop-up box (**Non-Profit, Individual, or Government Agencies or Organizations**)
- Please select the date, room, and time on the graph. Rooms may be booked from 5 days to 90 days in advance.
- Select the start time on the graph; a booking can be for 30 minutes to 3 hours.
- Blocks will be grayed out if the room is unavailable at a specific time.

◀ August 26, 2024 ▶

BOOKING TYPE

Non-Profit Groups ▾

CHOOSE DATE

August 2024 ▶▶

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

Today

READING PUBLIC LIBRARY

Community Room (A & B)

Community Room A

Choose the room layout and additional resources as needed.

Additional resources

- Additional Round Tables (\$5.00 each)
- Chairs
- Conference Call Ability (outgoing calls only)
- General Technology Assistance (Technology Assistance must be requested seven (7) days in advance and is only available during regular Library hours) (\$30.00 each)
- Kitchen Access (\$10.00)
- Smart TV
- Standard Custodial/Room Set Up Fee (Monday-Friday 9am - 8pm)
- Tables
- Weekend, Holiday Custodial/Room Set Up Fee (\$50.00 each)

Room Capacity
Total Capacity: 25

Setup Times
Breakdown Time: 15
Setup Time: 15

\$10.00

Reserve now

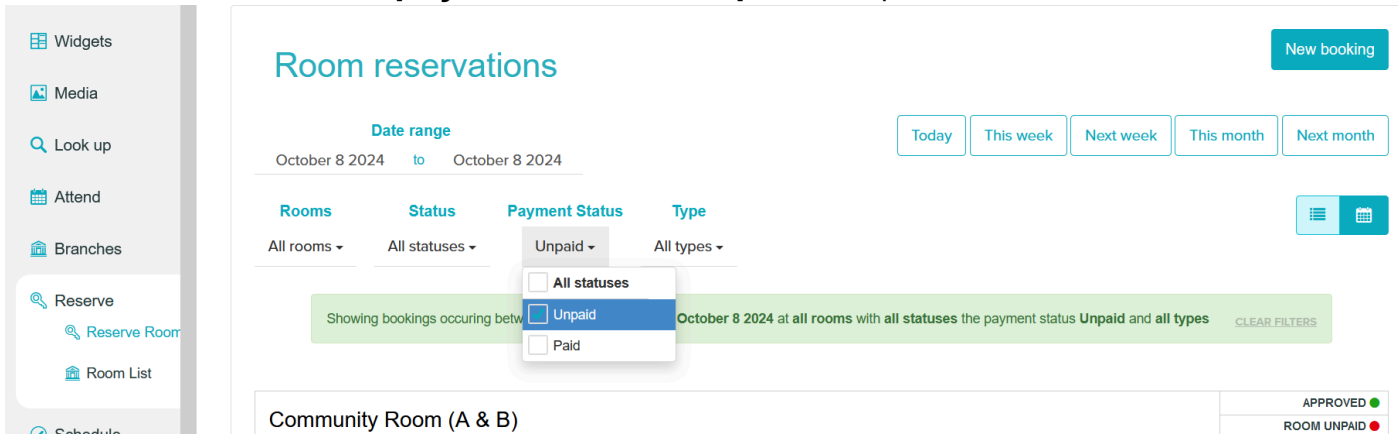
Add to basket

Once you've confirmed the date, room, etc., click **Reserve Now**. The reservation form will appear. Fill out the required fields and click next; the reservation is complete.

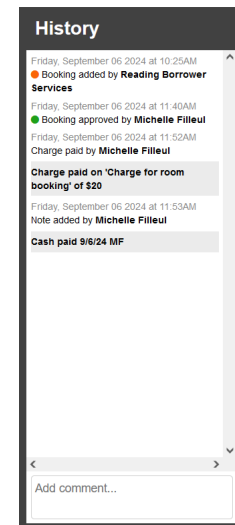
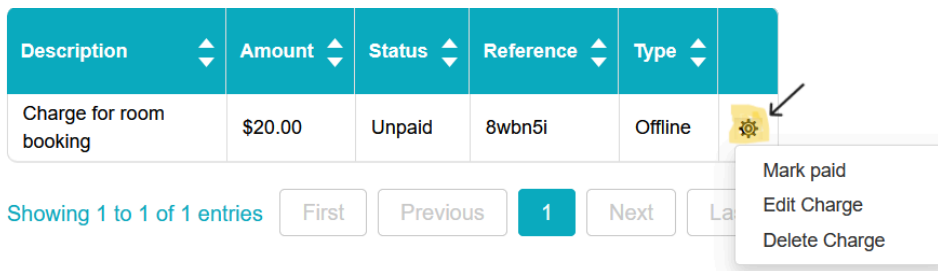
- The person will receive an email or text telling them their event is pending review.
- They will receive another email after the booking has been approved.
- Payment must be received within 48 hours of approval.

Documenting Room Payment in Communico

1. Login to the [Communico Control Panel](#).
2. Click **Reserve** in the left toolbar and then **Reserve Room**. Choose the date of the event and then **payment status, unpaid**. Unpaid events will be listed.



3. Click details in the unpaid event. A pop-up box appears. Scroll to the bottom of the box and click the star button on the right. Choose **Mark Paid**. In the History box, add a comment: **Cash or Check Paid and your initials**.
4. Provide a paper receipt from the receipt binder. Give



the white original to the payer, and keep the yellow copy in the receipt binder. Include the *date of payment, payer's name, organization and program, program date, and amount paid on the receipt.*

Searching for a reservation:

1. Login to the [Communico Control Panel](#).
2. Click **Reserve** in the left toolbar and then **Reserve Room**. Choose the event date or a series of dates, and to limit the search, you can limit it by status, rooms, or payment status. A list of room reservations will be displayed.

Room reservations

New booking

Date range

September 9 2024 to September 20 2024

Today This week Next week This month Next month

Rooms	Status	Payment Status	Type
All rooms ▾	All statuses ▾	All statuses ▾	All types ▾

☰ 📅

Children's Program Room PUBLISHED ●

Library event

📍 Reading Public Library

Monday, September 09 2024, 10:00am - 10:45am

Booking title: Music Makers (Ages 0-5)

Contact: Cate Zannino

Group: none

Details Edit More ▾

Community Room B APPROVED ●