

Meeting Room Procedure-Outside Groups

Meeting Room Booking Limits: Meeting rooms may be booked up to two days in advance.

Ground floor desk staff or custodians will unlock the meeting room doors for the organizations. **For those events that occur near library closing time, staff should remind the groups that they must vacate the room 10 minutes before closing**

- Organizations can be allowed into the rooms up to 20 minutes early.
- Check the Meeting Room Schedule sheet for which room to unlock, or verify in Communico.
- If an organization asks for technical help, including the wireless microphones or blu-ray player, verify that they PAID for that service. **They must request technical help within 7 days of an event.**
- Organizations must pay for kitchen access.

To check room reservations for a specific day (including day of).

Go to Reserve on the left hand toolbar: and choose Reserve Room:

 Reserve

 Reserve Room

 Room List

Choose the date or date range and leave the filters (rooms/status/payment status/type) as all and this will list all the events happening, both library and external.

Room reservations

Date range

July 23 2026 to July 23 2026

Today

This week

Next week

Rooms

Status

Payment Status

Type

All rooms ▾

All statuses ▾

All statuses ▾

All types ▾

Questions? Ask Michelle or Cheyenne.

