



## Requesting a Meeting Room Online

### STEP 1

Visit <https://sppl.org/meeting-rooms> for information about meeting room capacities, features, and policies.

Please review Library’s Facilities Use Policy and Regulations prior to requesting a meeting space as they outline the Library’s stipulations, the user’s responsibilities, and any applicable costs for the use of public meeting rooms. Meeting rooms are available free of charge to non-profit groups. For-profit organizations are subject to a fee.

Choose the room you would like to use and click “Request this Room”.

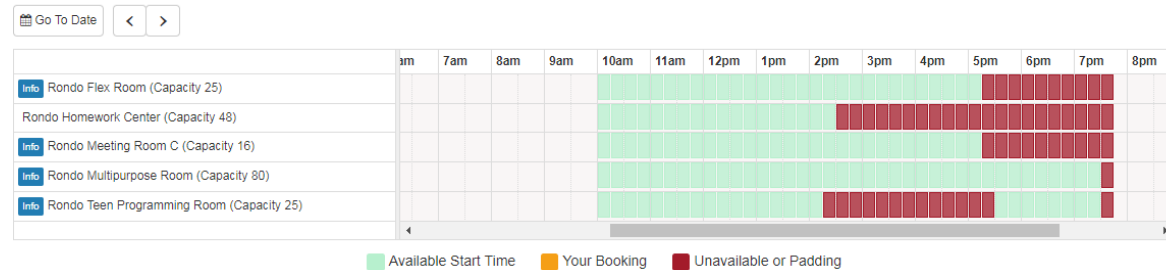
### STEP 2

Choose the date for your meeting by using the “Go To Date” calendar tool or by clicking the forward or backward arrows to scroll through dates.

Rooms can be requested up to 90 days in advance. Minimum lead times for room requests vary by library (typically 3 days).

Choose a start time for your meeting. Available start times are shown in green.

Tuesday, January 22, 2019



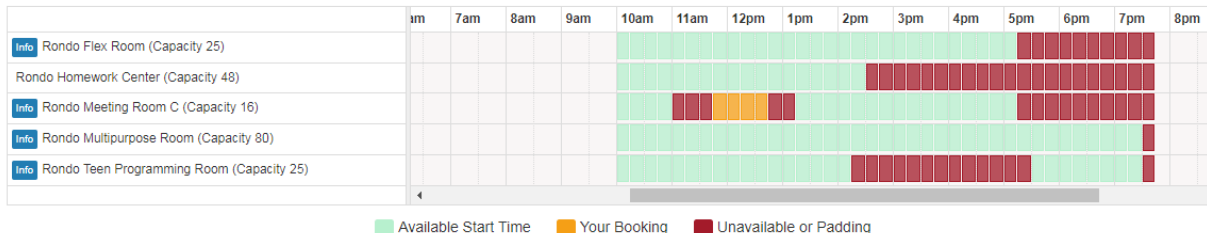
Start times are available in 15-minute increments (10:00, 10:15, 10:30, 10:45, etc.) Click the box for your meeting’s start time in the row for the room you would like to request.

### STEP 3

Your booking request will appear in orange. “Padding” time around your meeting will appear in red. (Padding is time the room booking system puts in place to keep meetings from running into one another.)

Tuesday, January 22, 2019

Go To Date < >



Rondo Meeting Room C: 11:45am Tuesday, January 22, 2019 until... 12:45pm Tuesday, January 22, 2019

Modify time or click trash can to start over.

Continue

Modify the ending time for the meeting using the drop-down selection menu.

To choose a different start time, click the trash can icon.

### Requesting Combined Rooms


For libraries that have meeting rooms that can be combined (Merriam Park, Rice Street, Rondo (meeting room A and B), and Sun Ray (study room A and B), you can request the additional adjoining room for the same time if it is available.

Click "Continue" to show Terms & Conditions and proceed to the room booking application.

### STEP 4

Review your booking request. If you need to change your request, click the "Change" link to go back to the available times.

### Booking Details

Item	Category	From	To	
 Rondo Multipurpose Room	Other Meeting Rooms	1:00pm Tuesday, January 8, 2019	2:00pm Tuesday, January 8, 2019	<a href="#">Change</a>

[Other Meeting Rooms: Terms & Conditions](#)  
 Storage of equipment is not permitted.  
 Smoking, alcoholic beverages, open flames of any kind, and illegal drugs are not permitted on Library premises.  
 Tables and chairs are available in the meeting room and may be arranged by the group to meet its needs. They must be returned to their original placement before departure.  
 I have read the [facilities policy and regulations](#) and agree to comply. I am responsible to the Saint Paul Public Library for the use and care of library property. I understand my responsibilities as the signer include: a) Payment for damage to library property, b) enforcing the Meeting Room Regulations, c) room set up, d) reporting the number of people in attendance and notifying the library staff when the group is leaving.  
 I, on behalf of the organization named in the application, hereby indemnify and hold the Saint Paul Public Library harmless for any personal injury, lost or stolen articles or damaged property owned by anyone using library facilities.

Continue to Room Use Application



Read the Terms and Conditions, and click the “Continue to Room Use Application” button to proceed.

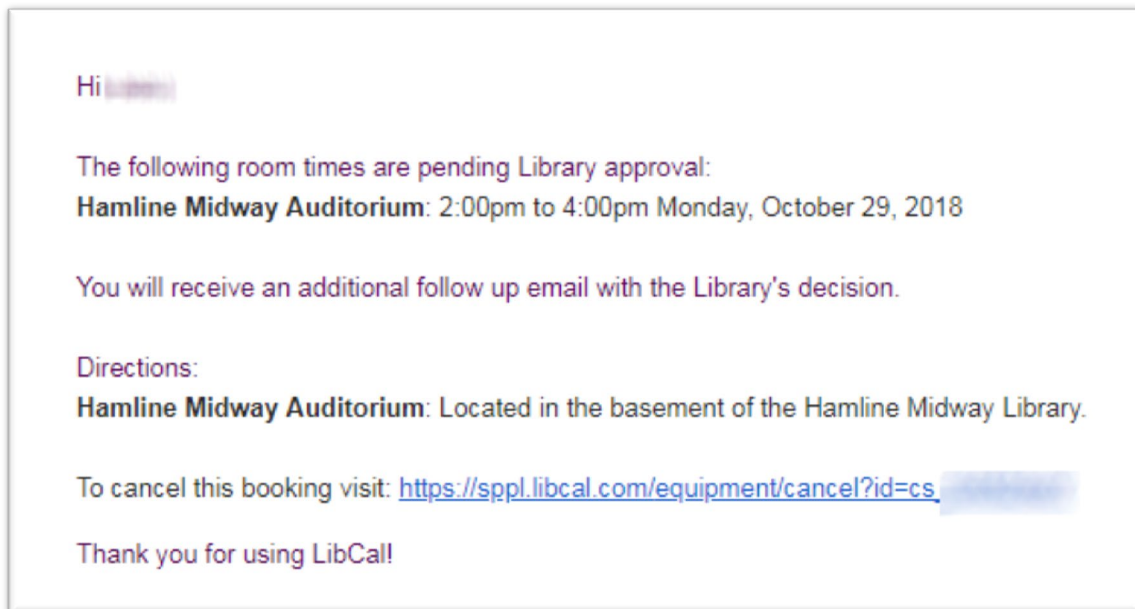
## STEP 5

Fill out the room booking application, detailing meeting purpose, anticipated attendance, type of reservation, etc.

When you have filled out the form and checked the box to acknowledge understanding of the Library’s facilities use policy and regulations, click the “Submit my Booking Request” button.

## STEP 6

Once you have submitted your request, you will receive an email message confirming that it has been received. The message will come from this email address: **alerts@mail.libcal.com**.



Library staff will review your request and contact you if more information is needed. When your request is approved, you will receive an email message confirming the reservation.

If the request is denied, you will receive an email message letting you know that the request could not be accommodated.

Contact the library if you have any questions or would like any additional information.