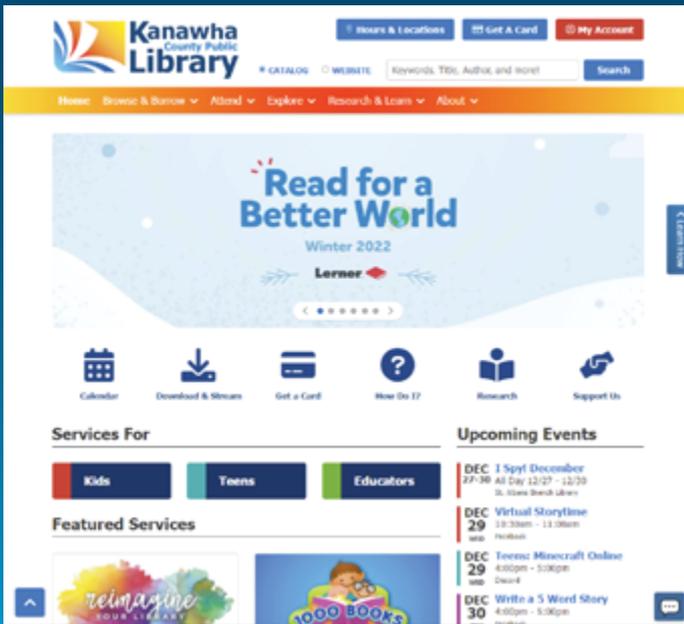
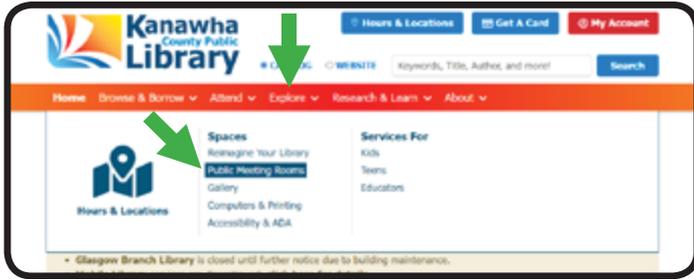


# Making Room Reservations

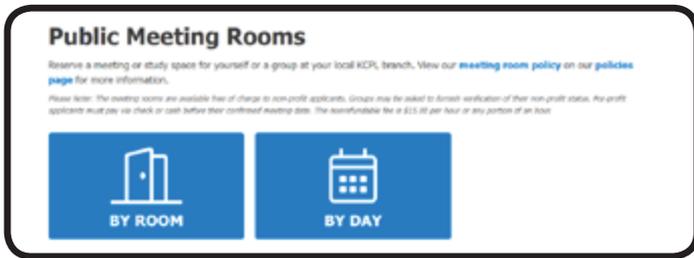
A Guide for Reserving a Room via the Library's Website



304-343-4646  
www.kcpls.org



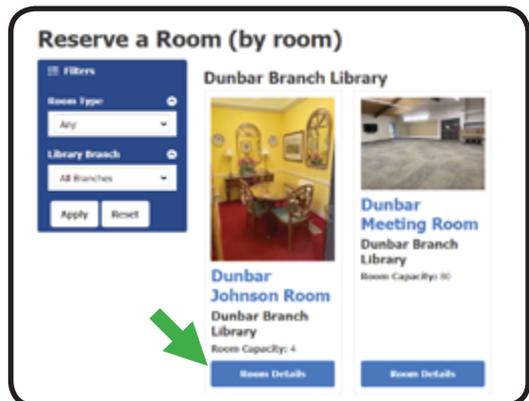
1. Place your mouse cursor over the EXPLORE listing in the main menu.
2. Click the PUBLIC MEETING ROOMS item in the drop down menu.



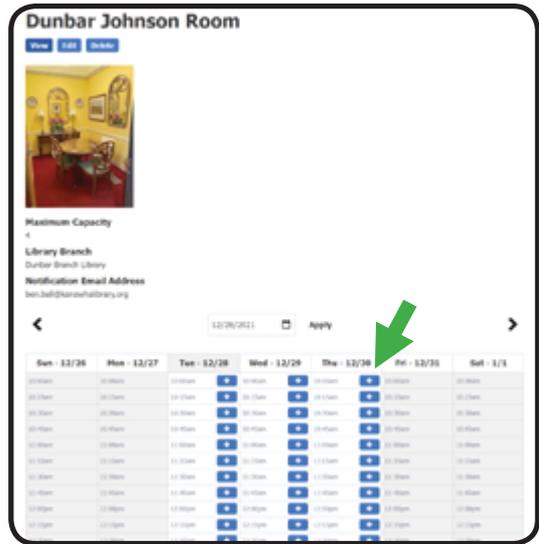
3. The PUBLIC MEETING ROOMS page will then load, and you will be presented with a choice of making a reservation BY ROOM or BY DAY.

## RESERVATIONS: BY ROOM

1. Choosing to make a reservation BY ROOM reveals a list of all rooms available within the library system.



2. The room details and available times to reserve the room are displayed upon selecting a room from the list.



3. Select a time from the list of available times by clicking the corresponding blue plus box located within the desired time to proceed.

4. After selecting a time, You must complete the CREATE RESERVATION form and submit it for consideration by library staff. You will be notified via email if your reservation is approved.

***Reservations are offered at no cost for individuals and nonprofit organizations. For-profit organizations are required to pay a reservation fee of \$15. Check with library staff for more details.***

Create Reservation

Date \*

Reservation Scheduling \*

Found Reservations

Do you wish to receive a reminder before the reservation date?

Reservation Date \*

Start date: 12/26/2021 10:00 PM

End date: 12/26/2021 05:00 PM

Room Information \*

Library Branch: \*  
Dunbar Branch Library

Room: \*  
Dunbar Study Room

Expected Attendance \*

A/V Equipment Needed?

None  
 No  
 Yes

Contact Information \*

Contact Name: \*

Contact Email: \*

Contact Phone Number: \*

Organization Information \*

Organization: \*

Organization Type: \*

None

Purpose of Meeting \*

CAFECHA

This question is for testing whether or not you are a human visitor and to prevent automated spam submissions.

12/26/2021

Submit

## RESERVATIONS: BY DAY

1. Choosing to make a reservation BY DAY allows the user to search for available rooms based on a time they wish to reserve a room.
2. Select a ROOM TYPE to choose which type of room you wish to reserve (e.g. study room, conference room, etc.), set a desired date and time of the reservation with the START TIME menu, and choose which location where you wish to reserve a room using the LIBRARY BRANCH menu (if applicable) before clicking APPLY.

3. A list of available rooms matching the search criteria will appear.
4. Room details can be viewed by clicking the ROOM DETAILS button, or the room reservation process can be started immediately by clicking the RESERVE THIS ROOM button.
5. See the previous page of this document for details on how to complete registration.