<u>Booking a Meeting Room</u>

Use of meeting rooms at the Santa Cruz Public Libraries is free, but to make the reservation you do need a library card or a temporary number beginning with the word PACREG.

As a patron, you may book Community and Conference Rooms on your own using a computer or mobile device. Study Rooms are only booked on a same-day basis, by Staff, for patrons.

To get started go to santacruzpl.org. In the blue bar go to the Services tab, then click Meeting Facilities. This displays the Meeting Rooms page. As you scroll down the page, the different types of Meeting Rooms are divided by blue headers with their available locations shown below. Clicking on the yellow "reserve room" button begins the booking process.

Alternatively, you may check room availability across all locations using our [Spaces page](#) link. This is where we'll click.

Once you enter your credentials and click the blue login button, select a specific branch by using the location dropdown, or select a room based on capacity.

Below the dropdown menus you'll see something called booking grids for each location. You'll see the Branch name, the date range being displayed, a go to date button and a left and right arrow.

The meeting room type is shown in gray and the meeting room name directly below, in white.

To the right of each meeting room space is a key to availability. You'll see green squares are available, Yellow squares are your bookings, and red squares are unavailable times. If the square has no color, the library is not open.

Let's have our example patron book a community room at Capitola for September 30th using the "go to date" button. Use the scroll bar at the bottom of the booking grid itself to find your preferred time.

Once you click on an available start time block, you'll see it's now yellow meaning this is a space you are intending to book and the red squares are padding. All meeting rooms have 15 minutes of padding added

before and after the reservation to allow for setup and cleanup. Your booking initially defaults to one hour. You may adjust the end time below the grid for a longer booking.

Once you click on an available start time block, a gray window expands below the booking grid where the end time dropdown menu appears. Using this dropdown, select your end time within the confines of the Meeting Room policy. Our example patron, will book a meeting room for 1-2pm

After clicking 'submit times' you'll see the details of the requested booking as well as the terms and conditions and Hold Harmless Agreement. The Hold Harmless Agreement should be printed and brought with you on the day of your reservation as it is collected by branch staff before use of the room. Scrolling down to the bottom of the page and Pressing continue brings up the booking form.

The full name and email are pre-populated from the details connected to your library account. Once all required fields of this booking form are complete click the blue 'submit my booking' button at the bottom of the page.

The final window is the "now pending approval notice". You'll also receive a confirmation email of the request for a meeting room and confirmation of your requested time.

Now the process continues forward with Staff review because all requests for meeting rooms must be approved by Staff. You'll receive an email with the decision soon.

If you are on a public computer, please remember to log out. Thank you for visiting the Santa Cruz Public Libraries.