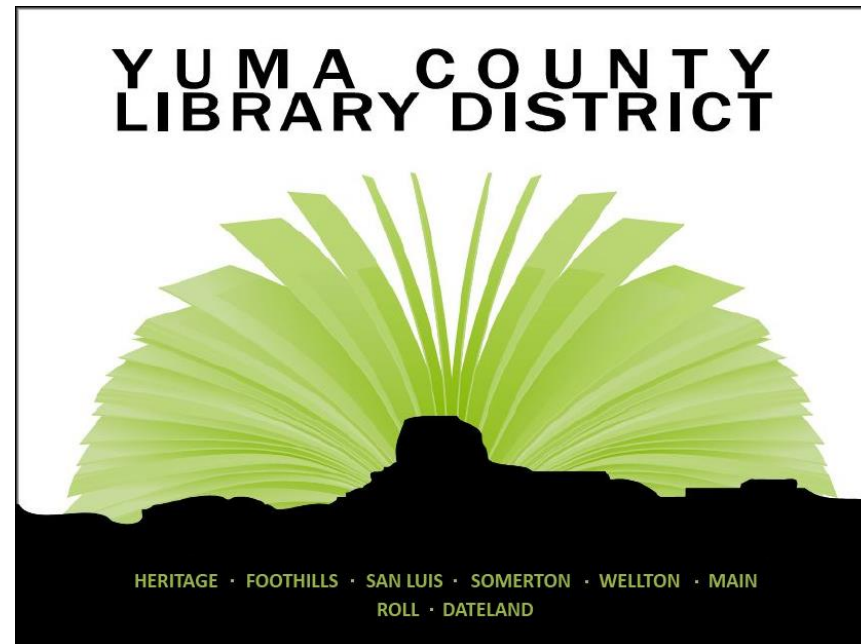
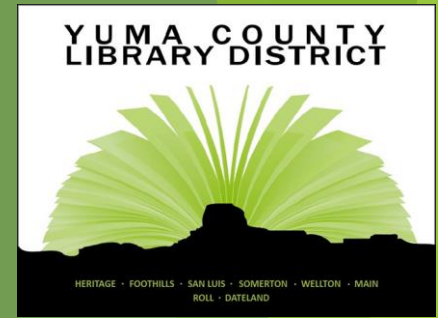


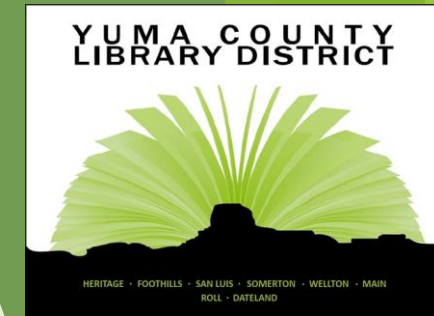
Reservation Booking Instructions Meeting Rooms





Login to the Library District website at yumalibrary.org to access the online Booking Process

The screenshot shows the Yuma County Library District website. At the top left is the logo with the tagline "Your information connection". A language selection dropdown is on the top right. Navigation links include "MY ACCOUNT", "LIBRARY EVENTS", and "CONTACT US". A main menu bar contains "HOME", "LOCATIONS & HOURS", "USING YOUR LIBRARY" (highlighted), "RESOURCES", "EBOOKS AND MEDIA", "CATALOG", "KIDS", "TEENS", and "ABOUT LIBRARY". The "Using your library" section is divided into three columns: "Library events" (with links like "Library event calendar", "Computer classes", etc.), "Library service" (with links like "Using library meeting rooms", "Using library study rooms", etc.), and "Library card" (with links like "My account", "Get a library card", etc.). A red arrow points to the "Using library meeting rooms" link. To the right of the main content is a search bar, social media icons, a "PAY FINES ONLINE" button, and a "LIBRARY BOOK CLUB KITS" link at the bottom.



- From the Library's Main page, choose the tab **USING YOUR LIBRARY**
- Under **LIBRARY SERVICE**, choose **USING LIBRARY MEETING ROOMS**



From this page you can
access the Meeting Room
Policy, Rules, and Fees

Choose **ONLINE ROOM
RESERVATIONS FOR ALL
BRANCHES**

Meeting rooms

Meeting room Use Information

- The Library reserves the right to preempt scheduled activities when they conflict with Library programs.
- All publicity is the responsibility of the applicant and must clearly identify the group/organization.
- The sponsoring group/organization must use its own telephone number for publicity.
- The Library is not responsible for the children of meeting room participants.
- The Library assumes no responsibility for any property placed in the facility in connection with a meeting.
- Each group/organization agrees that it will pay for damages/loss of any property resulting directly or indirectly from the conduct of any member.
- All must be free and open to the public. No admission charges are permitted.

[Meeting Room Use Policy](#)

[Meeting room rules](#)

Rental Fees

[Meeting Room Fees 2019](#)


All events must be FREE and open to the public.

Available Hours

- Meeting rooms are only available during Library open hours, unless prior arrangements have been made.
- If a group/organization has been approved for use of the meeting room before the Library's open hours, a member of the group/organization must be on-site at the specified time.
- Library staff are not responsible for the admittance of meeting room participants.
- Meetings must be completed 15 minutes prior to the Library's closing time.

Questions? Contact (928) 373-6495

Reservations may be taken no more than two months prior to the requested date.
*Please allow 1/2 hour between reservations.

[Online Room Reservation for all branches](#) 

Location

Library	Meeting rooms	Virtual Tour
---------	---------------	--------------

Search this website

FOLLOW US

[f](#) [@](#) [t](#) [v](#) [p](#)

PAY FINES ONLINE

[Pay Fines Online](#)

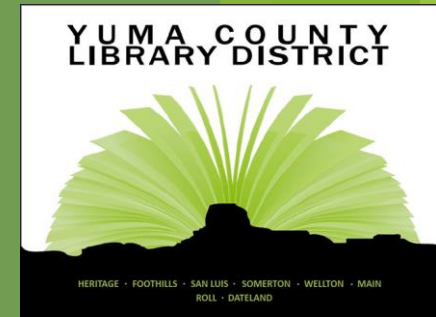
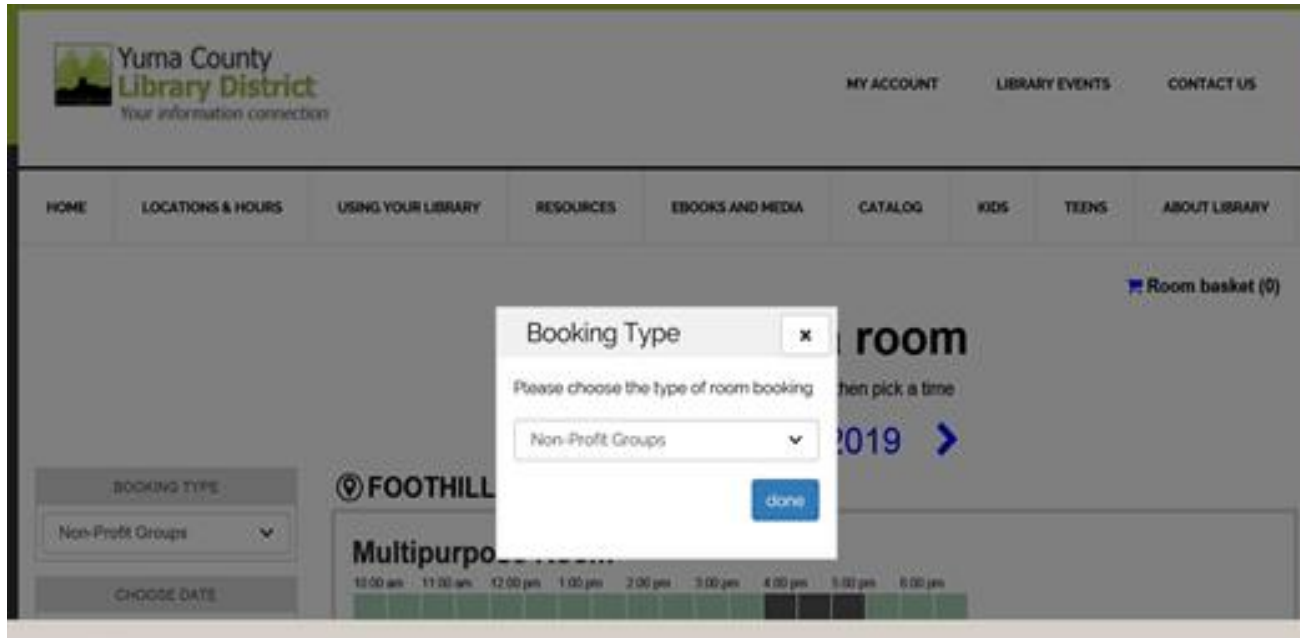
LIBRARY BOOK CLUB KITS

[Book Club KITS](#)

GET INVOLVED

[GET INVOLVED](#)
POWERED BY YOUR LIBRARY

Make a Difference - Volunteer!



- Use the drop down box to choose your **BOOKING TYPE**
- **Your Options are:**
 - Non-Profit (must produce proof of 501(c) status)
 - Commercial
 - Government (State, Local, Federal, Schools)
 - Yuma County (only departments within Yuma County Government)
- Click **DONE**

Choose a date and room then pick a time

< May 29, 2019 >

BOOKING TYPE
Commercial Groups

CHOOSE DATE
May 2019

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	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	8

Today

CHOOSE BRANCH

Check all

Foothills Library

Heritage Library

Main Library

San Luis Library

Somerton Library

Wellton Library

MAIN LIBRARY

Conference Room

9:00 am 10:00 am 11:00 am 12:00 pm 1:00 pm 2:00 pm 3:00 pm 4:00 pm 5:00 pm 6:00 pm 7:00 pm 8:00 pm

Available Unavailable Clash Setup/Breakdown Room charge \$50.00

Time and date 11:00am - 11:30am, May 29th 2019

Conference Room

Location
Main Library

Room description
Meeting room on the first floor of the Main Branch. Capacity may vary based on the room setup.

Included resources

- ✓ BlueRay/DVD Player with remote
- ✓ Mounted Dry Erase Board
- ✓ Patron Laptop Connection
- ✓ Podium
- ✓ Projector & Screen for PC in room

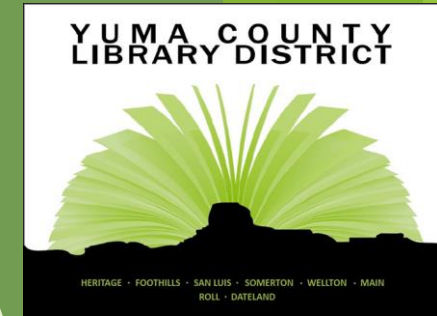
Additional resources

- Apple TV
- BlueRay/DVD
- Chairs
- Closed Captioning
- Document Camera
- FM Assistive Listening
- Microphone-handheld
- Microphone-lapel
- PowerPoint Remote control clicker
- Tables

Room Capacity
Total Capacity: 35

Setup Times
Breakdown Time: 30
Setup Time: 0

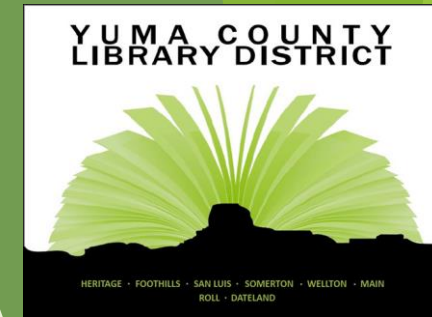
\$50.00 Reserve now Add to basket

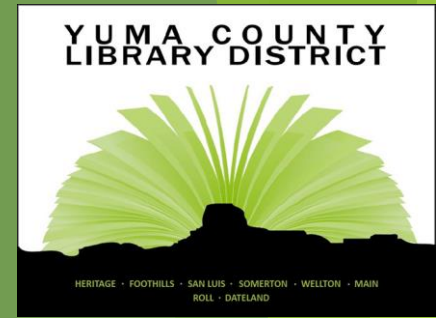


1. Choose the **DATE** from the calendar (reservations cannot be made for the same day)
2. Choose the **BRANCH**
3. Click on the room you would like to reserve
 - a. **Green areas** on the time bar indicate the times available for the room
4. Click on the **start time** on the **green sliding bar**, and then click on the **end time** (give yourself enough time to set up and clean up)

The screenshot shows the 'Reserve a room' page for the Yuma County Library District. The main heading is 'Reserve a room' with a sub-heading 'Choose a date and room then pick a time'. The current date selected is 'May 29, 2019'. The selected room is the 'Conference Room' at the 'Main Library'. The room description states it is a meeting room on the first floor with a capacity that varies based on the room setup. Included resources include a BlueRay/DVD Player with remote, a Mounted Dry Erase Board, Patron Laptop Connection, a Podium, and a Projector & Screen for PC in room. The room charge is \$50.00. There are 'Reserve now' and 'Add to basket' buttons. Below the main room selection, there are sections for 'Room A + B' and 'Room A', each with a time slot grid.

- Confirm that your **DATE** and **TIME** is correct, and you have chosen the room you wish to use
- Choose any **ADDITIONAL RESOURCES** you will need
- Once complete, choose **RESERVE NOW**, or if making multiple reservations, choose **ADD TO BASKET**.
 - If you choose the **ADD TO BASKET** option: when you have chosen all of your dates, click on the **ROOM BASKET** and then **RESERVE**. Each date will be shown, and the booking information will only need to be entered once.
- *Please note that the Room Charge shown on the upper right only reflects the refundable damage deposit of \$50. You will be notified of the actual fees via email, when your reservation is approved. The fee schedule can be viewed on the first page of the booking site.





📍 **Room A**, Main Library
🕒 **11:00am - 1:00pm**, May 29, 2019

Library card number

PIN / Password Find details
Enter your Library card number and PIN and we'll look up your details to fill in the next fields.

First name * Joe

Last name * Smith

Email * jsmith@hotmail.com
We'll use the email address to confirm the booking and to notify if the room becomes unavailable.

Phone * 9285555151

Group name * Records retention information
(This is **not displayed** to the public)

Booking title * Joe's Documents
(This will **be displayed** to the public)

Attendees * 25
Number of attendees expected.

Notes Information on records retention and destruction

By checking this box, you understand, based on the usage, additional charges may be incurred.

I have read and agree to the room booking terms and conditions

- Complete the requested information. **See the example on the left**
- Check both boxes at the bottom before choosing **NEXT**

Yuma County Library District
Your information connection

MY ACCOUNT LIBRARY EVENTS CONTACT US

HOME LOCATIONS & HOURS USING YOUR LIBRARY RESOURCES EBOOKS AND MEDIA CATALOG KIDS TEENS ABOUT LIBRARY

[Reservation details](#)
Room A , Main Library
1:00am - 1:00pm, May 29, 2019

2 hours	\$50.00
sub total	\$50.00

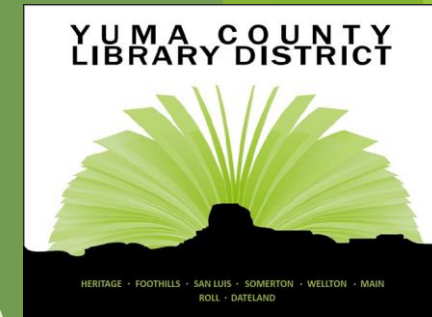
[Booking details](#)

First name: Joe
Last name: Smith
Phone: 9285555151
Email: jsmith@hotmail.com
We'll use the email address to confirm the booking and to notify if the room becomes unavailable.

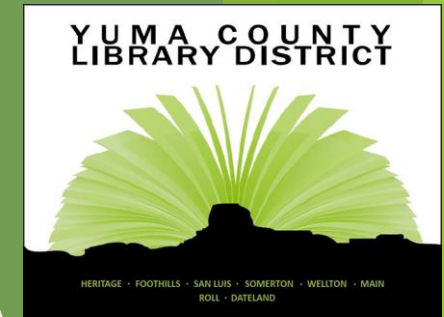
[Payment details](#)
Please ensure all bookings are paid for in advance

* field required

LIBRARY CARD LOCATIONS USING YOUR LIBRARY FEATURED RESOURCES EMEDIA & MEDIA OTHER LINKS



- Your booking details are shown here
- If everything is correct, please click **RESERVE**



Help

EPC... YCL... Mee... Res... Gmail no Yum... Neo... Saf... For... Pho... Pol... Pub...

HOME LOCATIONS & HOURS USING YOUR LIBRARY RESOURCES EBOOKS AND MEDIA CATALOG KIDS TEENS ABOUT LIBRARY

Your room booking information

Conference Room
Main Library

RESERVATION FOR:
This room is mediated and reservation is pending approval.
May 29, 2019
10:30am - 1:00pm
Ref: 4asgin
The total cost of this booking was \$50.00.

View online

You can manage your room bookings at:
yumalibrary.libnet.info/myreservations

LIBRARY CARD	LOCATIONS	USING YOUR LIBRARY	FEATURED RESOURCES	EMEDIA & MEDIA	OTHER LINKS
My account	All locations	Library event calendar	All resources	Overdrive	Contact us
Get a library card	Main Branch	Computer classes	National	RBdigital	Directions
Library policies	Foothills Branch			TumbleBookCloud	Kids

- Your final room booking information is shown here.
- You will be contacted via your email regarding the fees for this reservation.
- Please contact the applicable Branch if you have any questions.