

# How to Request a Room

1. Click the "Meeting Rooms" link on [www.scgov.net/library](http://www.scgov.net/library).
2. Read the Meeting Room Policies & Rules of Use.
3. Click "Agree."
4. Choose your preferred library and room.
5. Today's date displays automatically. Choose your meeting date from the small calendar or see available dates by changing your view from Day to Week or Month.

**Month View** - This view displays the current month's schedule for your selected room.

**Week View** - This view displays the week's

**Room Request**  
Date, Time, and Room Selection

5 Day Week Month

**DATE SELECTION**  
November 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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				

**TIME SELECTION**  
[Please include set up and take down time]

Juliano Room on 11/15/2010

Select	Time	Status
<input type="checkbox"/>	10:00 AM-10:30 AM	OP
<input type="checkbox"/>	10:30 AM-11:00 AM	OP
<input type="checkbox"/>	11:00 AM-11:30 AM	OP
<input type="checkbox"/>	11:30 AM-12:00 PM	OP
<input type="checkbox"/>	12:00 PM-12:30 PM	OP
<input checked="" type="checkbox"/>	12:30 PM-1:00 PM	Tech Talk w
<input checked="" type="checkbox"/>	1:00 PM-1:30 PM	Tech Talk w
<input checked="" type="checkbox"/>	1:30 PM-2:00 PM	Tech Talk w
<input checked="" type="checkbox"/>	2:00 PM-2:30 PM	Tech Talk w
<input checked="" type="checkbox"/>	2:30 PM-3:00 PM	Tech Talk w
<input type="checkbox"/>	3:00 PM-3:30 PM	OP
<input type="checkbox"/>	3:30 PM-4:00 PM	OP
<input type="checkbox"/>	4:00 PM-4:30 PM	OP
<input type="checkbox"/>	4:30 PM-5:00 PM	OP

**SELECTION**  
Expand All | Collapse All

- [+] Elsie Quirk
  - Meeting Room
  - Conference Room
- [+] Fruitville
  - Meeting Room
  - Conference Room
  - Low Vision Room
  - Computer Lab
- [+] Jacaranda
- [+] North Port
- [+] North Sarasota
- [+] Selby
- [+] Venice

Continue Home

**Room Request**  
Date, Time, and Room Selection

Day Week Month Search / Recurring

**DATE SELECTION**  
November 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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				

**TIME SELECTION**  
[Please include set up and take down times]

Conference Room on 11/23/2010

Select	Time	Status
<input type="checkbox"/>	10:00 AM-10:15 AM	OPEN
<input type="checkbox"/>	10:15 AM-10:30 AM	OPEN
<input type="checkbox"/>	10:30 AM-10:45 AM	OPEN
<input type="checkbox"/>	10:45 AM-11:00 AM	OPEN
<input type="checkbox"/>	11:00 AM-11:15 AM	OPEN
<input type="checkbox"/>	11:15 AM-11:30 AM	OPEN
<input checked="" type="checkbox"/>	11:30 AM-11:45 AM	OPEN
<input checked="" type="checkbox"/>	11:45 AM-12:00 PM	OPEN
<input checked="" type="checkbox"/>	12:00 PM-12:15 PM	OPEN
<input checked="" type="checkbox"/>	12:15 PM-12:30 PM	OPEN
<input checked="" type="checkbox"/>	12:30 PM-12:45 PM	OPEN
<input checked="" type="checkbox"/>	12:45 PM-1:00 PM	OPEN
<input checked="" type="checkbox"/>	1:00 PM-1:15 PM	OPEN
<input type="checkbox"/>	1:15 PM-1:30 PM	OPEN
<input type="checkbox"/>	1:30 PM-1:45 PM	OPEN
<input type="checkbox"/>	1:45 PM-2:00 PM	OPEN

**SELECTION**  
Expand All | Collapse All

- [+] Elsie Quirk
- [+] Fruitville
- [+] Gulf Gate
- Meeting Room
- Conference Room
- Low Vision Room
- Computer Lab
- [+] Jacaranda
- [+] North Port
- [+] North Sarasota
- [+] Selby
- [+] Venice

Continue Home

6. Choose the date you would like to request for your meeting. If you are not in the day view, click the number for the date.
7. Verify that you have selected the correct library and room.
8. Select the time for your meeting by placing checks in the boxes. (Please consider set up and clean up times in your request.)
9. Click "Continue" to go to the Room Request Contact Information Form.

10. Complete the form and click "Verify Request."
11. Review the information on the Room Request Summary page. If correct, click "Submit Request."

Submit Request

12. Print out or write down the confirmation number for the request.

Please note this is a request. You will be contacted when your request has been confirmed and at that time you may continue planning your meeting.

To cancel a room request, visit the Meeting Rooms page on <http://www.scgov.net/library>, look for the link to cancel and have your confirmation number ready.

**Room Request**  
Contact Information

Back

Branch: Elsie Quirk Library

Meeting Room Policy

Room Name: Meeting Room

Date(s): 11/29/2010

NOTE: The person making the reservation will be held liable for any damage done to the room. (See the Meeting Room Policy.)

Meeting Times:

Reservation Start Time	Meeting Start Time	Meeting End Time	Reservation End Time
12:00 PM	12:00 PM	2:00 PM	2:00 PM

Number of Attendees:

\*Organization:

Purpose:

\*Contact Person's Name:

\*Primary Phone:  Extension:

Alternate Phone:  Extension:

\*Email:

Notes:

I have agreed to the meeting room policy:  YES  NO

Meeting Room Policy

\*Is the organization non-profit?  YES  NO

\* = Required Field

10 Verify Request Back

# Welcome to the Libraries' Room Request System!

## Meeting Room Policy

All libraries in the Sarasota County Library System provide meeting rooms for nonprofit groups and organizations whose aims are cultural, educational, intellectual, charitable and/or for discussions of current public issues.

The use of these rooms is granted to nonprofit organizations whose aims are cultural, educational, intellectual, charitable and/or for discussions of current public issues. The use of the library for meetings will not be granted to groups or organizations for meetings which are commercial in nature.

Groups using the meeting room must comply with the Sarasota County Library System Patron Rules of Conduct. The use of the meeting room will not be granted to those promoting or operating a commercial enterprise. Solicitation for business purposes while using a library meeting room is prohibited.

There is no charge for use of the room. Groups requesting the use of library meeting rooms may be asked to produce verification of nonprofit status.

All meetings must be open to the public.

Library sponsored functions take precedence. Groups may be denied use of meeting rooms or asked to reschedule a previous room reservation if a conflict arises with a library sponsored function.

Rooms may be reserved up to 12 times per calendar year. Reservations are taken no more than 12 months in advance. By the first day of any given month, if space remains available, additional dates may be granted at the discretion of the Library Manager.

All organizations are expected to complete reserve requests online. Requests must include specific dates, times, room requested and the contact person's name, telephone number and email. It is the organization's responsibility to confirm room reservations. Please note: The Room Request system will attempt to send correspondence to you by email.

Groups needing to cancel confirmed reservations are required to cancel those reservations online at the earliest possible date.

The fact that a group is permitted to meet at the library does not in any way constitute an endorsement of the group's policies or beliefs by the library or Sarasota County Government. A statement to this effect must appear on promotional materials and handouts.

The library does not assume any liability on groups or individuals attending meetings in the library nor does the library assume responsibilities for any loss, damage, costs and/or expense that may arise during use of library facilities.

# Sarasota County Libraries Room Request Guide

Room Request		DATE SELECTION		DATE SELECTION		DATE SELECTION			
Date, Time and Room Selection		Day	Week	Month	Search/Reserving	Test Print			
<input type="checkbox"/> Expand All Columns All <input type="checkbox"/> Check Attendance All <input type="checkbox"/> Blank Dates <input type="checkbox"/> Meeting Room <input type="checkbox"/> Conference Room <input type="checkbox"/> Ballrooms <input type="checkbox"/> Multi-Purpose <input type="checkbox"/> Board Room <input type="checkbox"/> Study <input type="checkbox"/> Voice		< Prev 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 Next >		Meeting Room November 2010 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 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 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	

For more information or assistance requesting a room, please contact the library:

941-861-1110 or [libraryinfo@scgov.net](mailto:libraryinfo@scgov.net)