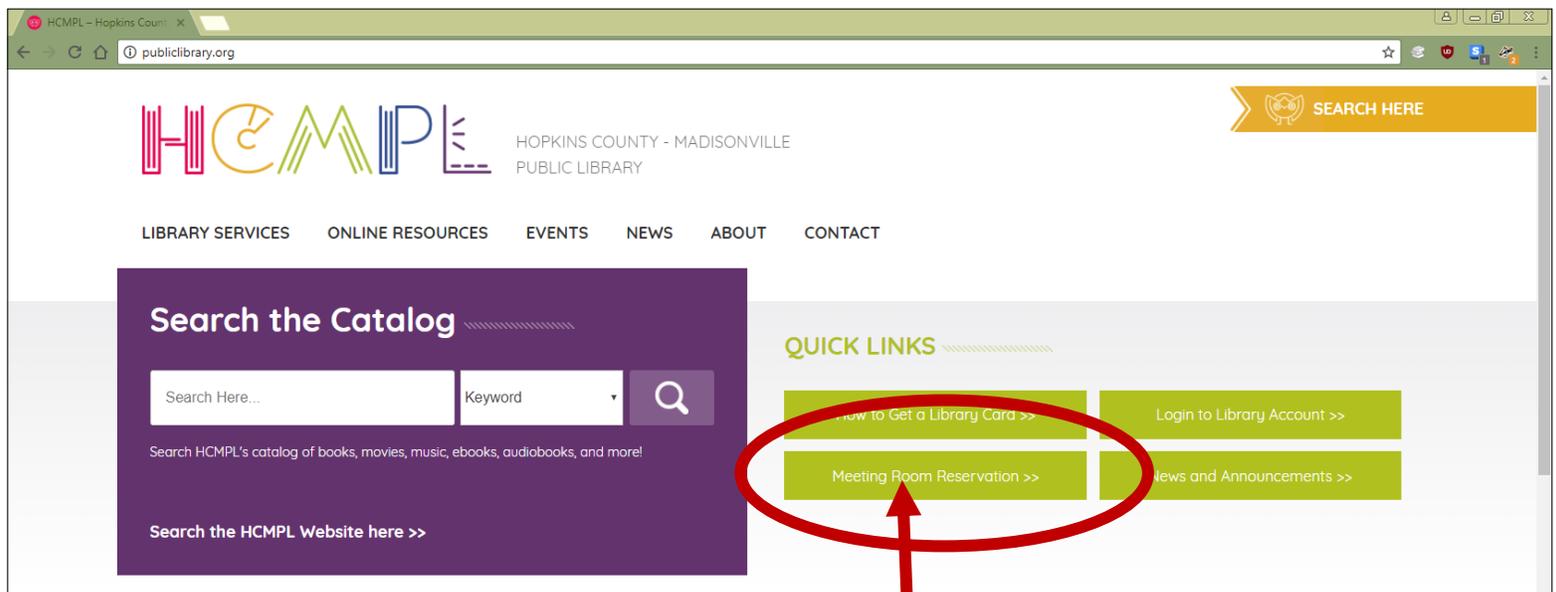# Meeting Room Reservations

Step 1: Go to our website **publiclibrary.org**

Step 2: Click the Meeting Room Reservation >> link

Step 3:

Click on the **room** you want to reserve

Meeting Rooms

Reserve a Meeting Room

Meeting Room Policies

Click here to view or download a

Click here to view or download a
Meeting Room Policy and Guideli

Dawson Springs

Meeting Room Applic

To reserve your meeting room da
requested meeting, and fill out the
out a paper form, please downloa
completed to the appropriate em

Madisonville Room A

Your meeting room request will
you are submitting your applica
circulation desk and must be sig
are booking the meeting room a
we have received final payment.

Madisonville Room B

Step 4:

Click on the **date** you want to reserve

Madisonville Room A

February 2018 »

SU	MO	TU	WE	TH	FR	SA
				1	2	3
4	5	6	7	8	9	
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

07 - Available 07 - Booked 07 - Pending 07 - Partially booked

Please read the *Main Library Meeting Room*
Policy and Guidelines before completing this

Step 5:

Click on the drop-down menus to select the **start time** and **end time** for your meeting

February 2018						»
SU	MO	TU	WE	TH	FR	SA
				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			

| 07 | - Available | 07 | - Booked | 07 | - Pending | 07 | - Partially booked |

Select Time Slot available on M - F:
Start:

| 10:30 AM | ▾ |

End:

| 11:00 AM | ▾ |

Step 6:

Fill in the fields on the application. Some fields are optional, but anything with an asterisk (*) is a required field and *must* be filled in.

Please read the *Main Library Meeting Room Policy and Guidelines* before completing this application. Fields marked with an asterisk (*) are required.

*Organization / Group Name *(Enter N/A if not applicable)*:

*Contact Person:

*Phone Number:

Email:

Purpose of Organization / Group:

*Purpose of Meeting:

*Expected attendance:

Target Audience:

Step 7:

Once all fields have been completed, click

Send

at the bottom of the

application

use any of its meeting rooms at the discretion of the Director or Assistant Director/Branch Librarian, or due to violation of established policies and procedures, including HCMPL's *Code of Conduct.*

☑ I agree

*When finished, I will return the meeting room to the condition in which I found it.

☑ I agree

*I agree to indemnify, defend, and hold harmless the Hopkins County - Madisonville Public Library, their trustees, employees, and agents, from and against any and all claims, losses, damages, judgments, costs, and expenses (including attorneys' fees and expenses) arising out of my use of the meeting room, including damages to or harm arising from my use of other areas of the premises in connection with my use of the room.

☑ I agree

Send

Step 8:

If you entered an email address in the application, you will be sent an email confirming that your application was submitted. You will also receive a confirmation email when your meeting room reservation is approved by the Library.

Step 9:

When you arrive for your scheduled meeting (or if you happen to stop by the Library beforehand), please come to the front desk so that we can have you sign the application that you submitted.

ID	Labels	Data	Dates	Cost
176	Approved , Madisonville Room A , Unknown	Org Name: Example Committee Contact: John Smith Email: Phone: 555-555-5555 Attendance: 5 Audience: All Ages AV: None Food?: Yes Food type: Org Purpose: Example Mtg Purpose: Example Comments:	June 1, 2018 10:30 AM - June 1, 2018 11:00 AM	USD 0.00