

You can reserve a library room at duchesnelibraries.org. Click on the “Reserve a Room” link in the left menu.



You can choose (1) a specific room to reserve OR (2) you can search for a room for a specific date.

Choosing a Specific Room

1. Click on the “By Room” button, then choose your desired room by clicking on the room’s picture or blue title.

2. Click on the green + button next to the available start time you desire.

09/11/2024 Apply

Sun - 9/8	Mon - 9/9	Tue - 9/10	Wed - 9/11	Thu - 9/12	Fri - 9/13	Sat - 9/14
9:00am	9:00am	9:00am	9:00am	9:00am	9:00am	9:00am
9:15am	9:15am	9:15am	9:15am	9:15am	9:15am	9:15am
9:30am	9:30am	9:30am	9:30am	9:30am	9:30am	9:30am
9:45am	9:45am	9:45am	9:45am	9:45am	9:45am	9:45am
10:00am	10:00am	10:00am	10:00am	10:00am	10:00am	10:00am
10:15am	10:15am	10:15am	10:15am	10:15am	10:15am	10:15am
10:30am	10:30am	10:30am	10:30am	10:30am	10:30am	10:30am
10:45am	10:45am	10:45am	10:45am	10:45am	10:45am	10:45am
11:00am	11:00am	11:00am	11:00am	11:00am	11:00am	11:00am
11:15am	11:15am	11:15am	11:15am	11:15am	11:15am	11:15am
11:30am	11:30am	11:30am	11:30am	11:30am	11:30am	11:30am
11:45am	11:45am	11:45am	11:45am	11:45am	11:45am	11:45am
12:00pm	12:00pm	12:00pm	12:00pm	12:00pm	12:00pm	12:00pm
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3:30pm	3:30pm	3:30pm	3:30pm	3:30pm	3:30pm	3:30pm

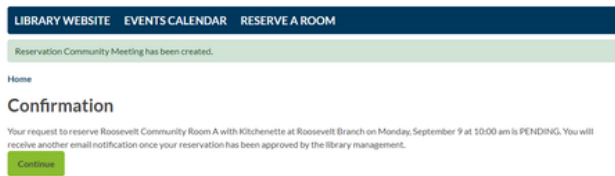
3. Fill out the reservation form including:

- Event name & details.
- Time of event.
- Setup & take down time.
- Name & contact info.
- Library equipment needed.

Click “Submit” at bottom when finished.

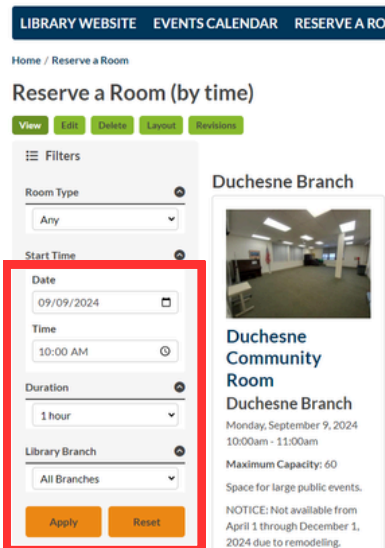
IMPORTANT: Please read the ROOM RESERVATION POLICY linked at the top of the page, especially the USER RESPONSIBILITIES you are agreeing to.

4. You will see a confirmation screen.



Choosing a Specific Date

1. Click on the “By Day” button. You must choose the date, start time, and duration of the event. Then click the “Apply” button at the bottom and available rooms that match your request will appear to choose from.



2. Complete the Reservation Form as previously mentioned.

Reservation Rules:

- No commercial/for-profit use.
- No reservations on Sunday or between 9PM-7AM any days.
- Private events/socials are only allowed up to 45 attendees maximum and are assessed rent + cleaning deposit.
- Repeating events are only allowed once per week.
- Adult supervision is required except for the Small Conference Room.
- Reservations are taken during Jan.-June and July-Dec. cycles and must be renewed each cycle for repeating events.

If you have any questions, please contact us:

Duchesne Branch
130 S. Center St.
435-738-2800

Roosevelt Branch
50 N. 200 W.
435-722-4441

Reserve a
Library Room
Online



Duchesne County Library System