You can reserve a library room at <u>duchesnelibraries.org</u> 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.

#### <u>Choosing a Specific Room</u> 1. Click on the "By Room" button, then choose your desired room by clicking on the room's picture or blue title.



BSITE EVEN	TS CALENDAR RESERVE A RO	ом	
Room			
a Room (b	y room)		
•	Duchesne Branch		
v v Reset	Duchesne	-	
	Community Room		
	Duchesne Branch Maximum Capacity: 60		_
	Space for large public events. NOTICE: Not available from April 1 through December 1, 2024 due to remodeling.		
	Room Details		
	Roosevelt Branch		
			- Lag
	Roosevelt Community Room A with	Roosevelt Community Room B without	Roosevelt Conference Room
	Kitchenette Roosevelt Branch Maximum Capacity: 500 Space for large public events.	Kitchenette Roosevelt Branch Maximum Capacity: 100 Space for large public events.	Roosevelt Branch Maximum Capacity: 12 Conference study room for small meetings around a large
	Room Details	Room Details	table.

Reserve

E Filters

All Branch

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

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
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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	11:00am	+	11:30am	11:00am	11:30am	+	11:30am	+	11:30am
11:45am	11:45am		11:45am	11:45am	11:45am		11:45am		11:45am
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3:30pm	3:30pm		3:30pm	3.30pm +	3.30pm	+	3.30pm	+	3.30pm

LIBRARY WEBSITE EVENTS CALENDAR RESERVE A	ROOM RESERVATION POLICY
ome / Reserve a Room	A
Create Reservation	
ote: All required fields are indicated with an asterisk.	
tie *	
All reserving parties must read and agree to the User Responsibilities & Fe	es of the Room Reservation Policy in the blue link.*
The read and agree to the room reservation policy.	
Reservation Scheduling*	<b>ROOM POLICY</b>
	ROOM POLICY
Reservation Scheduling* How much setup time do you need beyond your requested event time?     Onminutes	ROOM POLICY
How much setup time do you need beyond your requested event time? 30 minutes	
How much setup time do you need beyond your requested event time? 30 minutes If you need more than one hour to set up, leave this field blank and adjust	the event start to include set up.
How much setup time do you need beyond your requested event time? 30 minutes If you need more than one hour to set up, leave this field blank and adjust	the event start to include set up.
How much setup time do you need beyond your requested event time? 30 minutes If you need more than one hour to set up, leave this field blank and adjust New much clean up time do you need beyond your requested event time 30 minutes	the event start to include set up.
How much setup time do you need beyond your requested event time? 30 minutes If you need more than one hour to set up, leave this field blank and adjust How much clean up time do you need beyond your requested event time?	the event start to include set up.
How much setup time do you need beyond your requested event time? 30 minutes If you need more than one hour to set up, leave this field blank and adjust How much clean up time do you need beyond your requested event time 30 minutes If you need more than one hour to tear down, leave this field blank and an	the event start to include set up.
How much setup time do you need beyond your requested event time? 20 minutes If you need more than one hour to set up, leave this field blank and adjust Mow much cleanu up time do you need beyond your requested event time? 30 minutes If you need more than one hour to tear down, leave this field blank and ad Reservation Date ' Start date '	the event start to include set up.
How much setup time do you need beyond your requested event time? 20 minutes If you need more than one hour to set up, leave this field blank and adjust Mow much cleanu up time do you need beyond your requested event time? 30 minutes If you need more than one hour to tear down, leave this field blank and ad Reservation Date ' Start date '	the event start to include set up.

# 3. Fill out the reservation form including:

- Event name & details.
- Time of event.

▼ Room Information

- Setup & take down time.
- Name & contact info.
- Library equipment needed.

Click "Submit" at bottom when finished.

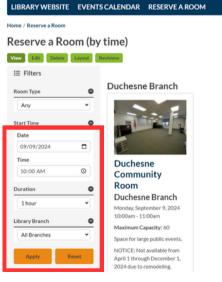
IMPORTANT: Please read the ROOM RESERVATION POLICY linked at the top of the page, especially the USER RESPONSIBILITIES you are agreeing to.

### 4. You will see a confirmation screen.

LIBRARY WEBSITE	EVENTS CALENDAR	RESERVE A ROOM
Reservation Community M	feeting has been created.	
Home		
Confirmation		
		x Kitchenette at Roosevelt Branch on Monday, September 9 at 10:00 am is PENDING. s been approved by the library management.

#### <u>Choosing a Specific Date</u>

 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.



**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:

2. Complete the Reservation Form as previously mentioned. Duchesne Branch 130 S. Center St. 435-738-2800 Roosevelt Branch 50 N. 200 W. 435-722-4441

### Reserve a Library Room Online

