Saint Paul Public Library

Requesting a Meeting Room Online

STEP 1

Visit https://sppl.org/meeting-rooms.

Please review Library's Facilities Use Policy and Regulations prior to requesting a meeting space as they outline the Library's stipulations, the user's responsibilities, and any applicable costs for the use of public meeting rooms. Meeting rooms are available free of charge to non-profit groups. For-profit organizations are subject to a fee.

Select a library where you would like to request a meeting room.

STEP 2

Choose the date for your meeting by using the **Go To Date** calendar tool or by clicking the forward or backward arrows to scroll through dates.

Rooms can be requested up to 90 days in advance. Minimum lead times for room requests vary by library (typically 3 days). The **Next Available** button will jump you to the earliest date and time that can be requested at the library.

Choose a start time for your meeting. Available start times are shown in green.
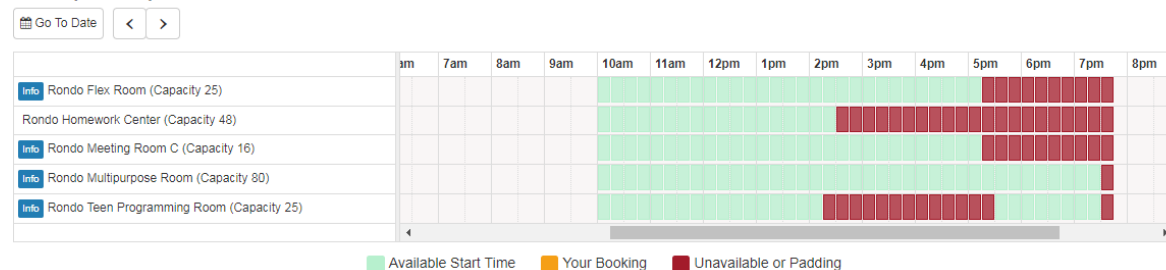
Start times are available in 15-minute increments. Click the box for your meeting's start time in the row for the room you would like to request.

STEP 3

Your booking request will appear in orange. "Padding" time around your meeting will appear in red. (Padding is time the room booking system puts in place to keep meetings from running into one another.)

Tuesday, January 22, 2019
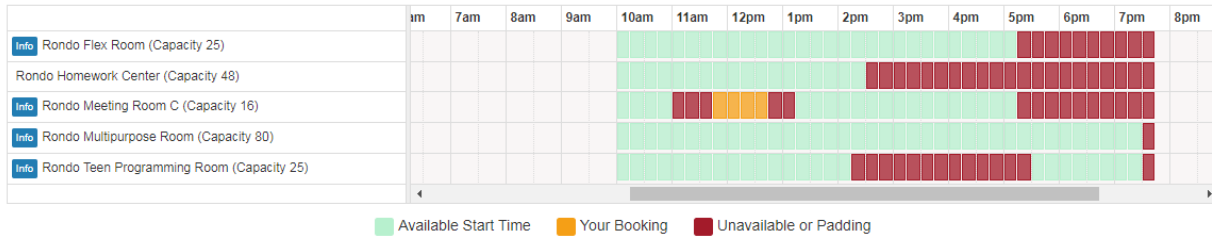
Modify the ending time for the meeting using the **drop-down selection menu**.

To choose a different start time, click the **trash can icon**.

Click **Continue** to show Terms & Conditions and proceed to the room booking application.

STEP 4

Review your booking request. If you need to change your request, click the **Change** link to go back to the available times.

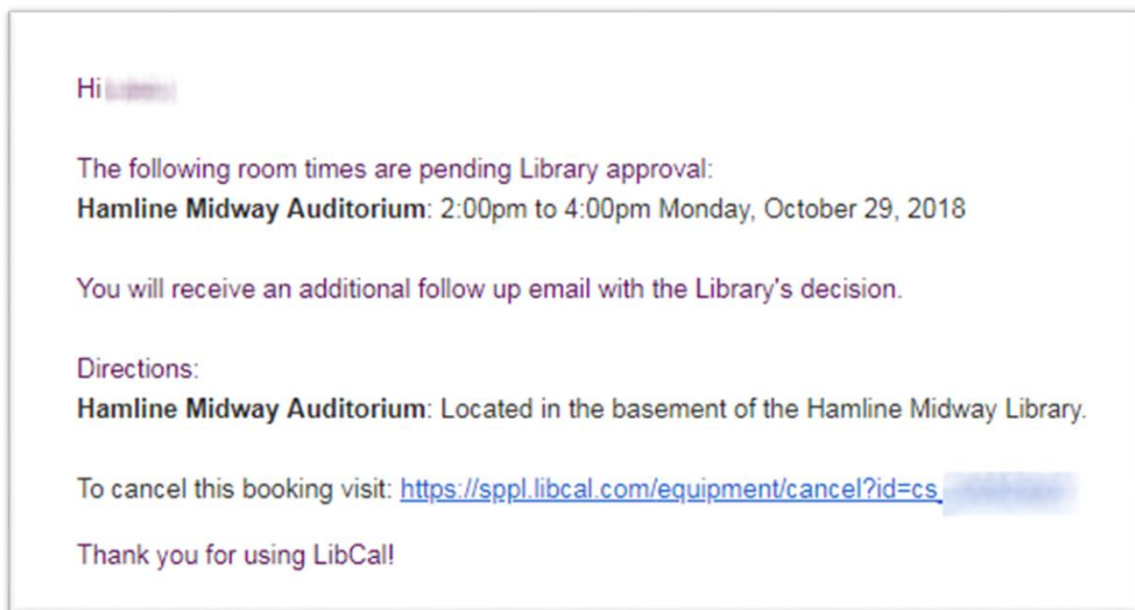Read the Terms and Conditions, and click the **Continue to Room Use Application** button to proceed.

STEP 5

Fill out the room booking application, detailing meeting purpose, anticipated attendance, type of reservation, etc.

When you have filled out the form and checked the box to acknowledge understanding of the Library's facilities use policy and regulations, click the **Submit my Booking Request** button.

STEP 6

Once you have submitted your request, you will receive an email message confirming that it has been received. The message will come from this email address: **alerts@mail.libcal.com**.

Hi

The following room times are pending Library approval:
Hamline Midway Auditorium: 2:00pm to 4:00pm Monday, October 29, 2018

You will receive an additional follow up email with the Library's decision.

Directions:
Hamline Midway Auditorium: Located in the basement of the Hamline Midway Library.

To cancel this booking visit: https://sppl.libcal.com/equipment/cancel?id=cs

Thank you for using LibCal!

Library staff will review your request and contact you if more information is needed. When your request is approved, you will receive an email message confirming the reservation.

If the request is denied, you will receive an email message letting you know that the request could not be accommodated.

Contact the library if you have any questions or would like any additional information.

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