

# Find your meeting here.

## What's New

The library's room reservation form offers some great new features for your convenience:

- Easier room availability check
- E-mail reminders of upcoming reservations
- Online cancellation of upcoming reservations

Give it a try the next time your non-profit organization needs a meeting space!

## Helpful Hints & Reminders

Use of Worthington Libraries' meeting rooms is completely free to non-profit organizations with the following restrictions:

- Reservation requests must be submitted at least **24 hours in advance** and must be approved by library staff.
- Reservations can be made up to **3 months in advance**.
- Organizations are permitted only **1 reservation per month**.

For further information, review the library's **Meeting Room Use** policy at [worthingtonlibraries.org](http://worthingtonlibraries.org).

## Need Help?

Have questions about the library's meeting rooms?

Need help with the room reservation form?

Call **614-807-2626**.



Worthington Libraries offers free meeting space to non-profit organizations.

Request a room in 3 easy steps at [worthingtonlibraries.org/visit/services/meetingrooms](http://worthingtonlibraries.org/visit/services/meetingrooms).

### Step 1: Check availability

1. **SELECT DATE:** Choose your preferred meeting date.  
 ..... **Tip:** Click "Expand all" to see all our available meeting rooms.
2. **SELECT ROOM:** Choose a room.  
 ..... **Tip:** Available times appear in green with the status "Available."  
 Times in gray have already been booked.
3. **SELECT TIME:** Click the boxes by the start and end times of your meeting.  
 ..... **Tip:** Available times appear in green with the status "Available."  
 Times in gray have already been booked.
4. **CONTINUE:** After you finish making your selections, click the "Continue" button at the bottom of the screen.

**Room reservations: Check availability**

Text Size: T T T

1. **SELECT DATE** (July 2009)

2. **SELECT ROOM** (Expand All | Collapse All)

- [ - ] Old Worthington
- OWL Meeting Room**
- [ - ] Northwest
  - NWL Meeting Room
  - NWL Conference Room

Need help? Call us at 614-807-2626.

**OWL Meeting Room on 7/31/2009**

Select	Time	Status
<input type="checkbox"/>	9:00 AM-9:30 AM	Available
<input type="checkbox"/>	9:30 AM-10:00 AM	Available
<input type="checkbox"/>	10:00 AM-10:30 AM	Available
<input type="checkbox"/>	10:30 AM-11:00 AM	Available
<input type="checkbox"/>	11:00 AM-11:30 AM	Available
<input type="checkbox"/>	11:30 AM-12:00 PM	Available
<input type="checkbox"/>	12:00 PM-12:30 PM	Available
<input type="checkbox"/>	12:30 PM-1:00 PM	Available
<input type="checkbox"/>	1:00 PM-1:30 PM	Available
<input type="checkbox"/>	1:30 PM-2:00 PM	Available
<input type="checkbox"/>	2:00 PM-2:30 PM	Available
<input type="checkbox"/>	2:30 PM-3:00 PM	Available
<input type="checkbox"/>	3:00 PM-3:30 PM	Available
<input type="checkbox"/>	3:30 PM-4:00 PM	Available
<input type="checkbox"/>	4:00 PM-4:30 PM	Available
<input type="checkbox"/>	4:30 PM-5:00 PM	Available
<input type="checkbox"/>	5:00 PM-5:30 PM	Available
<input type="checkbox"/>	5:30 PM-6:00 PM	Available

4. **Continue** | Home

### Step 2: Enter contact information

1. Fill out the request form completely.  
 ..... **Tip:** For some rooms, you may specify the furniture arrangement and request equipment.
2. Click the "Verify request" button at the bottom of the screen.

### Step 3: Review room reservation summary

1. Verify that the information you entered is correct.
2. Click the "Submit request" button at the bottom of the screen.

### That's all there is to it!

You will receive immediate confirmation of your request by e-mail.

You will be notified by e-mail within 12-24 hours whether your request has been approved.