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.

Need Help?

Have questions about the library's meeting rooms?

Need help with the room reservation form?

Call **614-807-2626**.



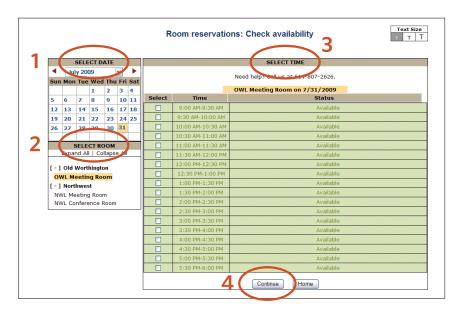
Worthington Libraries offers free meeting space to non-profit organizations.

Request a room in 3 easy steps at worthingtonlibraries.org/visit/services/meetingrooms.

Step 1: Check availability

- 1. **SELECT DATE:** Choose your preferred meeting date.
- 2. **SELECT ROOM:** Choose a room.
- Tip: Click "Expand all" to see all our available meeting rooms.
- 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.



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.