How to Request a Room Booking

To begin, select a room or select a date.

Coquitlam Public Library

Room Request
Date, Time, and Room Selection

Select room here

| | Day | Week | Month | Search / Recurring |

SELECTION
Expand All | Collapse All

Refresh

☑ Check All/Uncheck All
[-] **City Centre Branch**
☑ Computer Lab
☑ Meeting Room 127
☑ Coquitlam Foundation Room 136
☑ Meeting Room 137
☑ Combined Room 136 & 137
[-] **Poirier Branch**
☑ Nancy Bennett Program Room
☑ Board Room
☑ Meeting Room 8

Refresh

DATE SELECTION

Multiple Rooms

< Prev   February 2014   Next >

	Sunday	Monday	Tuesday	Wednesday	Thursday	
Week 5						
Week 6	2	3 - 11:00 AM - 1:30 PM Test Business Board Room	4	5 - 3:30 PM - 5:00 PM CPL Board Room	6 - 10:30 AM - 1:30 PM Beans Board Room	7
Week 7	9	10	11	12	13	14
Week 8	16	17 - 10:30 AM - 12:30 PM Testing 123 Nancy Bennett Program Room	18	19	20	21 - 10:00 A Refere Meetin / 10:30 A Suppor Meetin
Week 9	23	24	25	26	27	28

Home

Select date here

Next, select your start and end times.

Please include time required to set up and take down.

Room Request
Date, Time, and Room Selection

| | Day | Week | Month | Search |

TIME SELECTION

[Please include set up and take down times.]

Board Room on 06/02/2014

Select	Time	Status
☐	10:00 AM-10:30 AM	OPEN
☑	10:30 AM-11:00 AM	OPEN
☑	11:00 AM-11:30 AM	OPEN
☑	11:30 AM-12:00 PM	OPEN
☑	12:00 PM-12:30 PM	OPEN
☑	12:30 PM-1:00 PM	OPEN
☑	1:00 PM-1:30 PM	OPEN
☐	1:30 PM-2:00 PM	OPEN
☐	2:00 PM-2:30 PM	OPEN
☐	2:30 PM-3:00 PM	OPEN
☐	3:00 PM-3:30 PM	OPEN
☐	3:30 PM-4:00 PM	OPEN
☐	4:00 PM-4:30 PM	OPEN
☐	4:30 PM-5:00 PM	OPEN
☐	5:00 PM-5:30 PM	OPEN
☐	5:30 PM-6:00 PM	OPEN
☐	6:00 PM-6:30 PM	OPEN

Continue   Home

Select time here

How to Request a Room Booking—Continued

Log in using your library card number, and password;
then fill out the form and click "Verify Request."

Back		
Branch:	City Centre Branch	
Meeting Room Policy		
Room Name:	Computer Lab	
Date(s):	18/02/2014	
*Library Card:	A valid library card number is required. Please enter the associated information and click the Login button.	
	*Library Card Number:	
	*Pin Number:	**Login**
NOTE:	*An adult cardholder (18 years or older) may reserve the meeting room. The card holder making the reservation will be held liable for any damage done to the room. (See the Meeting Room Policy)*	

You will immediately receive an automated e-mail.

Please note, booking is **not** confirmed until you receive a second confirmation e-mail. This may take up to 3 business days.

Coquitlam Public Library

Room Request

The request has been received for:

Contact: John Q. Library
Room: Board Room
Date(s): February-06-14
Time: 10:30 AM to 1:30 PM
Your confirmation number is QYTNPAM

Due to a high volume of bookings, **please allow 3 working days** for a response to your request.

Home   **Another Request**