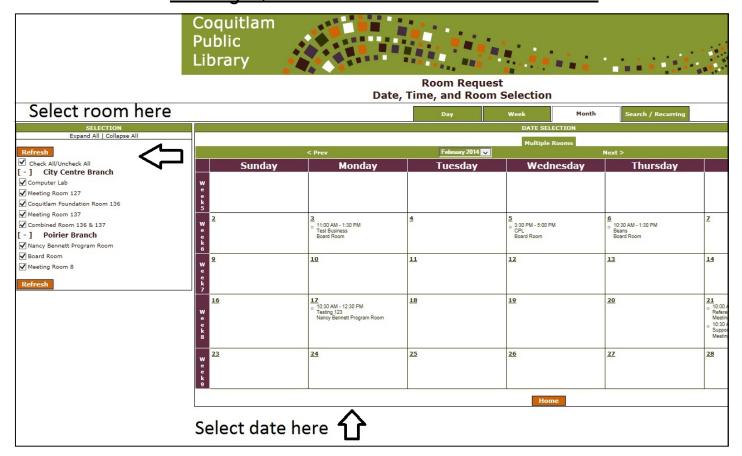
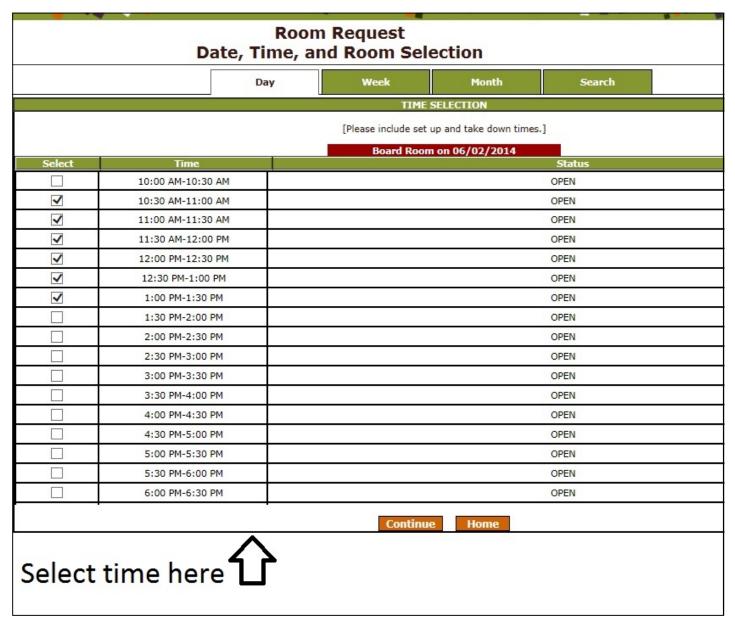
How to Request a Room Booking

To begin, select a room or select a date.



Next, select your start and end times.

Please include time required to set up and take down.



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."

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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.

