



# Room Reservation Request How-To Guide

From the Library's home page, scroll over  
**USING THE LIBRARY** and then click on  
**Room Reservations**

PORTSMOUTH PUBLIC LIBRARY  
READ. LIVE. LEARN.

HOME USING THE LIBRARY OUR COMMUNITY CALENDAR RESOURCES TEEN SPACE KIDS CORNER

Ask A Librarian  
Accounts & Usage  
Catalog (HIP)  
Hours and Locations  
Policies  
Programs  
**Room Reservations**

TEXT SIZE AAAA Default

**QUICK LINKS**  
My Account / Renew  
Search the Catalog

**Main Library Closure & Cradock/Manor Friday Hours**  
Portsmouth Main Library (601 Court Street) closed during building repairs.

**Winter Reading Program**  
Snuggle up with a book  
February 1 – February 29

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**HOLIDAY CLOSURES**  
Presidents' Day  
(Monday, February 20)

**Room Reservations**  
[Room Reservation Policy](#)  
[Room Reservation Application \(Main, Cradock, Manor\)](#)  
**[Room Reservation Application \(Main and Churchland\)](#)**  
(click here for instructions)

**Search the Library Catalog**  
General Keyword  
[Search]

**Then click here.**

Click on dates(s) to check if specific dates/rooms are available.

PORTSMOUTH PUBLIC LIBRARY  
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Portsmouth Public Library  
Room Use

[Home Page]  
My Events

Request a Room

Library Hours & Closures

All Locations | All Months | All Years

SHOW ALL ROOMS

- All Locations
- Churchland Conference Room
- Cradock
- Main Library Meeting Room
- Churchland
- Coleman Meeting Room
- Main Library
- Manor
- Churchland Children's Program Room
- Technology Training Room
- Main Library Board Room
- Other

Select Events

In the far upper right hand corner is the Graphical Calendar.

Click on the selected date of your event and this will automatically be added to the Start Date and End Date below.

January		2012				
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Start Date  Check here & use calendar to select date

End Date  Check here & use calendar to select date

For **Event Info** add the name of your meeting/event (this will fill in the **Name for Monthly Calendar** box as well). Then provide a brief description of the purpose of your meeting/event in the **Description** field.

Event Info:

[Event Time](#)

Event Name \*

Name for Monthly Calendar

Description [Hide/Show](#)

Edit

[Check out the New Editor](#)

Contact:

Contact Name:

Contact Phone:

Contact EMail:

Then, provide the name of the **Contact** person for the meeting/event, their phone number, and most importantly, **email address**.

**Actual Event Time** is the time that could be listed as to when the meeting/event is available to the public.

**Total Room Time** is the ***total time*** used by the group, including setting up tables, chairs, etc. and setting the room back as found. Use the dropdown menu to choose both times.

Actual Event Time:

Start --:00 AM End --:00 AM Start and End Times for Actual Event.

Total Room Time:

Start --:00 AM End --:00 AM Include time for setup and breakdown.

For **Group Types** patrons can choose include CIVIC, CULTURAL, EDUCATIONAL, or OTHER in the dropdown menu.

In **Additional Info** please provide home mailing address, and the number of people you expect to attend your meeting/event.

Group Types:

Type of Group:

Additional Info:

Address

Expected Attendance

In the **Terms** section, check the box AFTER reading and agreeing to comply with the Library Meeting Room Policy.

*Note that the Library may or may not post information related to your event on its web site via the Room Use List or Events calendar.*

Terms:

Please click on the following link to review our meeting room policies. [Meeting Room Policy](#). If you agree, please check the box to the left.

Request Status: REQUEST

The Library reserves the right to display or not to display all activities that use our meeting spaces on both the Room Use list and/or Library events calendar.

For **Equipment** usage, the Meeting Room has the capability for sound system, or the usage of an attached Warming Kitchen. Click the box(es) to request their usage.

Equipment:

Sound system w/ wireless mics - Meeting Room [Details](#)

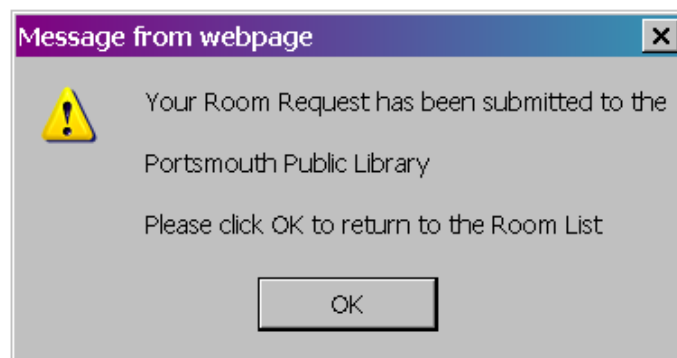
Warming kitchen - Meeting Room [Details](#)

Using the dropdown menu, choose the **Location** and **Keyword** that will allow users to see your event, upon its approval.

The final step is the click on the Submit this Request button, which will either prompt you to correct or enter further information.

Location [Resize List]      Keyword 1:      [Not Shown]      Approval Status:  
- NONE -      No Keyword Selected      Pending Review (Room)  
- NONE -  
Churchland  
Cradock  
Manor      ] (e.g. http://www.sample.com)      Event Link [Text]  
[Empty text box]      [Empty text box]  
Submit this Request      Cancel      Help

Upon completion the dialog box below will appear on the screen letting you know the Library has received your request. You will also receive an email that your room request has been received. It is ***not yet APPROVED.***



The Library will send a second email alerting you whether your request has been APPROVED or DENIED.

Visit [PortsmouthPublicLibrary.org](http://PortsmouthPublicLibrary.org)  
to request your meeting or event space today.