

Requesting a Room Through the Library Website

Begin by clicking on Community to open the drop-down menu, then click on "Request a Meeting Room".




Our room use policies are listed on this page. After reviewing those policies, click on the "Click here to request a meeting room" notification.

The following policies are strictly enforced:

1. Events must be open to the public, or be for the organization or administration of a non-profit community organization, and may not be for commercial activities or private social events.
2. Event bookings for groups are limited to one evening or weekend event, or 2 weekday daytime events per month.

Click on the date when you'd like to request the room. Rooms may be booked up to 90 days in advance.



Baldwinsville Public Library Room Use Request

Select the date of your Room Use Request. All available dates are shown.

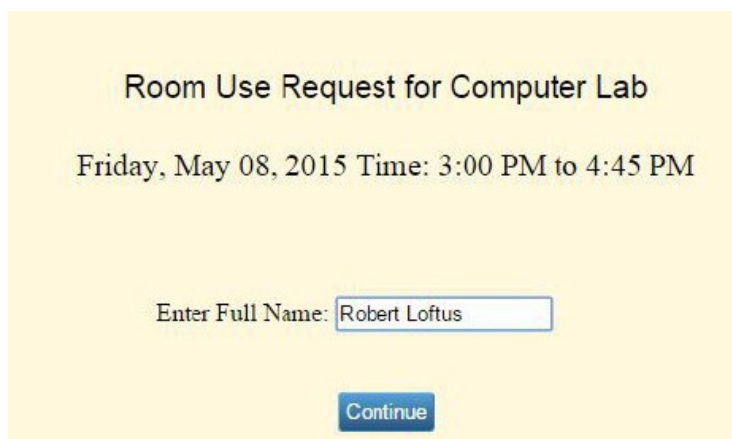
December 2015	January 2016	February 2016
S M T W T F S	S M T W T F S	S M T W T F S
1 2 3 4 5	X 2	1 2 3 4 5 6
6 7 8 9 10 11 12	3 4 5 6 7 8 9	7 8 9 10 11 12 13
13 14 15 16 17 18 19	10 11 12 13 14 15 16	14 X 16 17 18 19 20
20 21 22 23 X X X	17 18 19 20 21 22 23	21 22 23 24 25 26 27
27 28 29 30 31	24 25 26 27 28 29 30	28
	31	

Date Selected: Monday, January 25, 2016

Compare Rooms	Community Room 1	Community Room 2	Story Hour Room	Computer Lab	Community Room
8:00 AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8:15 AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8:30 AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8:45 AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9:00 AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9:15 AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9:30 AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9:45 AM	<input type="checkbox"/>	<input type="checkbox"/>	NA	<input type="checkbox"/>	<input type="checkbox"/>
10:00 AM	<input type="checkbox"/>	<input type="checkbox"/>	NA	<input type="checkbox"/>	<input type="checkbox"/>
10:15 AM	<input type="checkbox"/>	<input type="checkbox"/>	NA	<input type="checkbox"/>	<input type="checkbox"/>
10:30 AM	<input type="checkbox"/>	<input type="checkbox"/>	NA	<input type="checkbox"/>	<input type="checkbox"/>
10:45 AM	<input type="checkbox"/>	<input type="checkbox"/>	NA	<input type="checkbox"/>	<input type="checkbox"/>
11:00 AM	<input type="checkbox"/>	<input type="checkbox"/>	NA	<input type="checkbox"/>	<input type="checkbox"/>
11:15 AM	<input type="checkbox"/>	<input type="checkbox"/>	NA	<input type="checkbox"/>	<input type="checkbox"/>
11:30 AM	<input type="checkbox"/>	<input type="checkbox"/>	NA	<input type="checkbox"/>	<input type="checkbox"/>
11:45 AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12:00 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Select the room and time to be booked. The symbol "NA" indicates a room has already been booked for that time slot. Check one box to indicate the time the event should start, and a second to indicate when it should end. Then scroll to the bottom of the page and click the "Continue" button. If you want the full community room, you should mark the *Community Room* column at the far-right. The system will not permit marking both the *Community Room* and *Community Room 2* columns.

Enter your name, and follow the on-screen prompts to fill out the remainder of your request. In this example, the request is for the use of the Computer Lab at 3pm on Friday, May 8th. The information you see on your screen should correlate to your current request. If you don't have the correct information on this screen it means you should go back and review which boxes you checked on the previous screen.



Room Use Request for Computer Lab

Friday, May 08, 2015 Time: 3:00 PM to 4:45 PM

Enter Full Name:

Fill out the room request information form, then click the "Continue" button at the bottom of the page. Please be aware that this is only a request, and the act of placing a request does not guarantee room availability. Confirmations are typically sent via e-mail. If you do not receive a confirmation e-mail within 5 business days, you should contact the library to check on the status of your reservation.

Disclaimer

Please be aware that rooms at the Baldwinsville Public Library are reserved for use by non-profit, educational and community organizations. All events must be free and open to the public, or for organizational and administrative activities by a non-profit organization that operates for the public benefit.

Our room use policy does not permit booking rooms for commercial activities or private social events. The act of placing a room request is no guarantee of room availability.

The library accepts no responsibility for any request placed using this online system, and bears no responsibility for requests that are denied, or not approved in time due to the request being placed less than five business days before the start of the event. The library bears no responsibility for repercussions from cancellations caused by closure of the library due to weather events, or errors in the scheduling software which permit placing of reservations on days when the library is scheduled to be closed.