

Booking a Meeting Room @ Howe Library Step-by-Step



Howe Library / LibCal / Space Availability - Howe Library Public Meeting Rooms

Location: Howe Library Public Meeting Rooms | Category: Public meeting rooms | Capacity: All Spaces (not seats) | [View Confirmed Bookings](#)

Howe Library meeting rooms

After selecting a meeting room & block of time, use the drop-down menu in the field below to select the exact time you need. Your reservation is not complete until you receive an e-mail confirming your request.

Tuesday, October 11, 2022

Go To Date: < >

| Space | 8:00am | 9:00am | 10:00am | 11:00am | 12:00pm | 1:00pm | 2:00pm |
|--|--------|--------|---------|---------|---------|--------|--------|
| Hanover Rotary Room (Capacity 8) | | | | | | | |
| Mayer Room (Capacity 80) | | | | | | | |
| Murray Room (Capacity 25) | | | | | | | |

Legend: Available (Green), Your Booking (Yellow), Unavailable/Padding (Red)

Step 1: Tap the calendar icon or the arrow key to navigate to the date you want to book.

Howe Library / LibCal / Space Availability - Howe Library Public Meeting Rooms

Rooms: | Category: Public meeting rooms | Capacity: All Spaces (not seats)

October 2022

Su Mo Tu We Th Fr Sa

25 26 27 28 29 30

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 5

Go To Date: < >

block of time, use the drop-down menu in the field below to select the exact time you need. Your reservation is not complete until you receive an e-mail confirming your request.

2022

| Space | 8:00am | 9:00am | 10:00am | 11:00am | 12:00pm | 1:00pm | 2:00pm |
|--|--------|--------|---------|---------|---------|--------|--------|
| Hanover Rotary Room (Capacity 8) | | | | | | | |
| Mayer Room (Capacity 80) | | | | | | | |
| Murray Room (Capacity 25) | | | | | | | |

Legend: Available (Green), Your Booking (Yellow), Unavailable/Padding (Red)

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Step 2: Click on the date & move the scroll bar to the time of your meeting.

Note: Green = free; Red=booked; Yellow=pending

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Step 4: Select the meeting room you want to book & the time you want to start (including set-up time).

Step 5: Fine tune the time by selecting the ending time of your meeting (in 15-minute increments).

Step 6: Click on Adjust time above & Submit.

Howe Library / LibCal / Space Availability - Howe Library Public Meeting Rooms

Location: Howe Library Public Meeting Rooms | Category: Public meeting rooms | Capacity: 8

Howe Library meeting rooms

After selecting a meeting room & block of time, use the drop-down menu in the first column to select the ending time of your meeting. Your reservation is not complete until you receive an e-mail confirming your request.

Tuesday, October 25, 2022

Go To Date: < >

| Space | 1:00am | 12:00pm | 1:00pm | 2:00pm | 3:00pm | 4:00pm | 5:00pm |
|----------------------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| Hanover Rotary Room (Capacity 8) | Available | Available | Available | Available | Available | Available | Available |
| Mayer Room (Capacity 80) | Available | Available | Available | Available | Available | Available | Available |
| Murray Room (Capacity 25) | Available | Available | Available | Available | Available | Available | Available |

Legend: Available (Green), Your Booking (Yellow), Unavailable/Padding (Red)


Hanover Rotary Room: 3:00pm Tuesday, October 25, 2022 until 5:00pm Tue Oct 25th 2022

Adjust time above and Submit

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Howe Library / LibCal / Space Availability - Howe Library Public Meeting Rooms

Booking Details

| Item | Category | From | To | Change |
|---|----------------------|----------------------------------|----------------------------------|------------------------|
|  Hanover Rotary Room | Public meeting rooms | 3:00pm Tuesday, October 25, 2022 | 5:00pm Tuesday, October 25, 2022 | Change |

[Howe Library Public Meeting Rooms: Terms & Conditions](#)
Before placing a room request, please review our room policy [here](#).

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Step 7: Click on the word here to review the meeting room policy.

Step 8: The meeting room policy opens in a new window. Read & close the window.

Step 9: Click on Continue



Howe Library Public Use of Meeting & Study Rooms

GUIDELINES:

The Howe Library meeting rooms include the Mayer Room, the Murray Room, the Rotary Room and two study rooms.

Use of the three meeting rooms is for non-profit educational, cultural, or civic organizations, or groups of citizens with a particular interest (such as, but not limited to, a book discussion group, a Scrabble club, a knitting group, or a Dungeons & Dragons club) that are **free and open to the public**. The exception is that board meetings for non-profit groups may be held in these rooms even though their meetings are not open to the public. These groups cannot charge attendees, solicit donations or sell items or services.

Tutors being paid for their services may use the two study rooms at a fee of \$5 per hour with a two-hour limit for the use of the rooms. Other income-producing individuals and groups may use the two study rooms at a fee of \$10 per hour with a two-hour limit for use of the rooms.

For-profit organizations, private events (such as birthday parties), and those charging for their services or programs may not use the library's meeting rooms, but may book rooms at the Richard W. Black Community Center at 643-5315.

Applications for use will be accepted a maximum of three months prior to the date requested for the

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Booking Details

| Item | Category | From | To | |
|---|----------------------|----------------------------------|----------------------------------|------------------------|
|  Hanover Rotary Room | Public meeting rooms | 3:00pm Tuesday, October 25, 2022 | 5:00pm Tuesday, October 25, 2022 | Change |

Please fill out this form to submit your booking for approval. You will receive a confirmation e-mail when your reservation has been approved.

Full Name *

Email *

Event Name

Phone number *

Briefly describe your event *

Expected attendance, *

Group or organization name, *

Type of group *

Contact name (if different from the person booking)

Contact email address (if different from booking e-mail)

Contact email address (if different from booking e-mail)

Do you need the digital projector/monitor?
Training required. (Not available in the Rotary Room.) Yes No

Confirm meeting room policy review * I have read and agree to the Howe Library's Room Use Agreement.

Step 10: Enter the information requested

Step 11: Click Submit Request

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Thank you!

Your reservation request is pending approval by Howe Library staff.

Howe Library Public Meeting Rooms >> Howe Library meeting rooms
Hanover Rotary Room: 3:00pm - 5:00pm, Tuesday, October 25, 2022

You will receive an e-mail confirmation when the reservation has been approved. Please t

Your request will be pending until you receive an e-mail from the facilities manager confirming your booking.

Questions? Need help? Contact:
jancice.grady@thehowe.org

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