


Reserving a room.

Go to our website and choose the link for your branch or location where you want to reserve a room.


You will see a calendar – choose the date for your event. (Unavailable dates are marked by an X)



### Room Use Request

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

December 2017	January 2018	February 2018
S M T W T F S	S M T W T F S	S M T W T F S
1 2	1 2 3 4 5 6	1 2 3
3 4 5 6 7 8 9	7 8 9 10 11 12 13	4 5 6 7 8 9 10
10 11 12 13 14 15 16	14 15 16 17 18 19 20	11 12 13 14 15 16 17
17 18 19 20 21 22 23	21 22 23 24 25 26 27	18 19 20 21 22 23 24
24 25 26 27 28 29 30	28 29 30 31	25 26 27 28
31		
March 2018	April 2018	May 2018
S M T W T F S	S M T W T F S	S M T W T F S
1 2 3	1 2 3 4 5 6 7	1 2 3 4 5
4 5 6 7 8 9 10	8 9 10 11 12 13 14	6 7 8 9 10 11 12
11 12 13 14 15 16 17	15 16 17 18 19 20 21	13 14 15 16 17 18 19
18 X 20 21 22 23 24	22 23 24 25 26 27 28	20 21 22 23 24 25 26
25 26 27 28 29 30 31	29 30	27 28 29 30 31
June 2018	July 2018	August 2018
S M T W T F S	S M T W T F S	S M T W T F S
1 2	1 2 3 4 5 6 7	1 2 3 4
3 4 5 6 7 8 9	8 9 10 11 12 13 14	5 6 7 8 9 10 11
10 11 12 13 14 15 16	15 16 17 18 19 20 21	12 13 14 15 16 17 18
17 X 19 20 21 22 23	22 23 24 25 26 27 28	19 20 21 22 23 24 25
24 25 26 27 28 29 30	29 30 31	26 27 28 29 30 31
September 2018	October 2018	November 2018
S M T W T F S	S M T W T F S	S M T W T F S
1	1 2 3 4 5 6	1 2 3
2 3 4 5 6 7 8	7 X 9 10 11 12 13	4 5 6 7 8 9 10
9 10 11 12 13 14 15	14 15 16 17 18 19 20	11 12 13 14 15 16 17
16 17 18 19 20 21 22	21 22 23 24 25 26 27	18 19 20 21 22 23 24
23 24 25 26 27 28 29	28 29 30 31	25 26 27 28
30		

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You will see this screen click on the start and end time for your event – Click **only those two boxes**, not any in between. Then click continue at the bottom of the screen.

Note – you can only choose one room at a time.

Note – room descriptions and images can be seen by clicking on the room name at the top of the column. Your browser must allow popups to view this information.

Date Selected: Saturday, September 8, 2018

Compare Rooms	Central Library Albion Cole Room	Central Library Albion Activity Room	Central Library Albion Shultz Room	Central Library Albion The Oasis
7:00 AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7:15 AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7:30 AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7:45 AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8:00 AM	<input checked="" 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"/>
8:30 AM	<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"/>
9:00 AM	<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"/>
9:30 AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9:45 AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10:00 AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10:15 AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10:30 AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10:45 AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11:00 AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11:15 AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11:30 AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11:45 AM	<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"/>
12:15 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12:30 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12:45 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1:00 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1:15 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1:30 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1:45 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2:00 PM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7:15 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7:30 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7:45 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8:00 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8:15 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8:30 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8:45 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9:00 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Compare Rooms	Cole Room Central Library Albion	Activity Room Central Library Albion	Shultz Room Central Library Albion	The Oasis Central Library Albion

[Continue](#)

You will see this screen

**NCPPL**  
WHERE COMMUNITY CONNECTS  
Central Library Albion

Room Use Request

Room Use Request for Albion - Cole Room

Saturday, September 8, 2018 Time: 8:00 AM to 4:00 PM

Enter Full Name:

I'm not a robot

reCAPTCHA  
Privacy - Terms

Continue

Fill in the information, let the computer know you are not a robot.

You will see this screen below -- Fill out the information, remind the computer you are not a robot and click continue

**NCPPL**  
WHERE COMMUNITY CONNECTS

Please enter the following information. **All fields are required.**

Room Use Request for Cole Room  
Saturday, September 8, 2018 Time: 8:00 AM to 4:00 PM  
All Fields are Required

Your Full Name: Jennifer Steffey

Street: 1127E - 100N

City: Albion State: IN Zip Code: 46701 xxxxx

Day Time Phone Number: 260-636-2004 xxx-xxx-xxxx

Email Address: jennifer\_steffey@yahoo.com MUST be valid email address

Organization: AHS 1953

Organization Tax Status: For Profit  Non Profit

Name of Your Event: 1953 Class reunion

Description/Purpose of your Event: Class reunion

Expected Attendance: 20

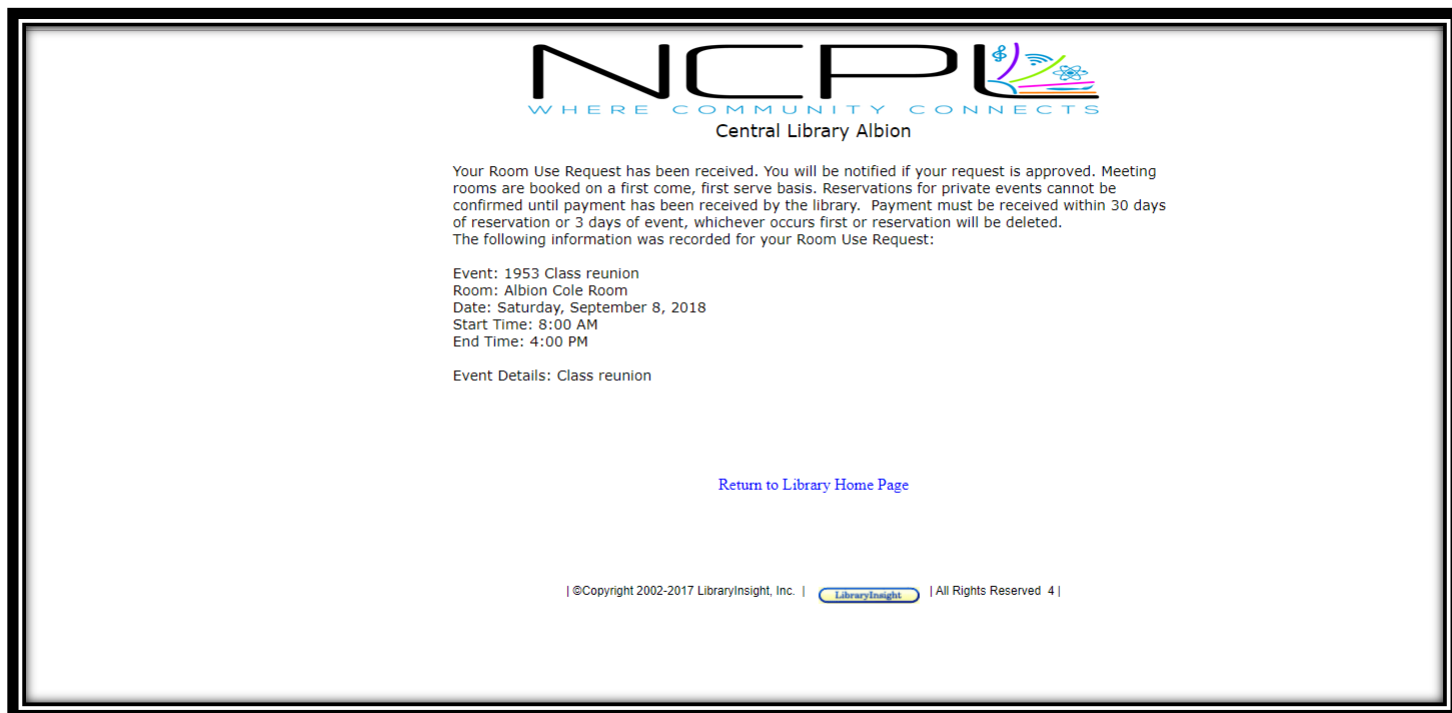
I'm not a robot

reCAPTCHA  
Privacy - Terms

Continue

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The continue button will change to processing and you will see this screen



The screenshot shows a confirmation page for a room use request. At the top center is the logo for NCPPL (North Central Piedmont Library) with the tagline "WHERE COMMUNITY CONNECTS" and "Central Library Albion". Below the logo, a paragraph of text explains that the room use request has been received and that meeting rooms are booked on a first-come, first-serve basis. It states that reservations for private events cannot be confirmed until payment has been received by the library, and that payment must be received within 30 days of reservation or 3 days of event, whichever occurs first. The following information was recorded for the request:

- Event: 1953 Class reunion
- Room: Albion Cole Room
- Date: Saturday, September 8, 2018
- Start Time: 8:00 AM
- End Time: 4:00 PM

Event Details: Class reunion

At the bottom center, there is a blue link that says "Return to Library Home Page".

At the very bottom, there is a copyright notice: "©Copyright 2002-2017 LibraryInsight, Inc. | LibraryInsight | All Rights Reserved 4 |".

You should receive a confirmation e-mail along with a PDF of our room use policy. Click Return to Library Home Page and you are good to go.

**Meeting rooms are booked on a first come, first serve basis. Reservations for private events cannot be confirmed until payment has been received by the library. Payment must be received within 30 days of reservation of 3 days of event, whichever occurs first or the reservation will be deleted.**

Once we approve the reservation you will receive a follow up email that their reservation has been confirmed.