

How to Request a Meeting Room Booking

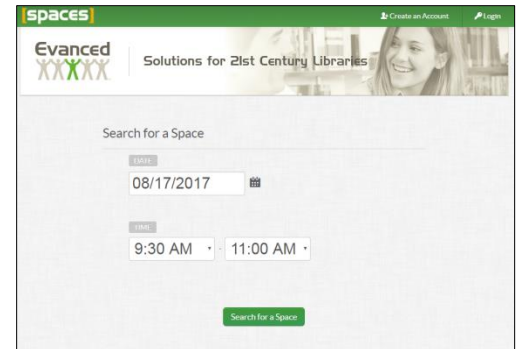
Go to www.coqlibrary.ca and click **Book a Room**, then choose **Book a Meeting Room** from the drop-down options. Please read our policies and meeting room descriptions. The software is called *Spaces*.

Before you search for a space, it is recommended that you create an account or login.

You do not need a library card to create an account.

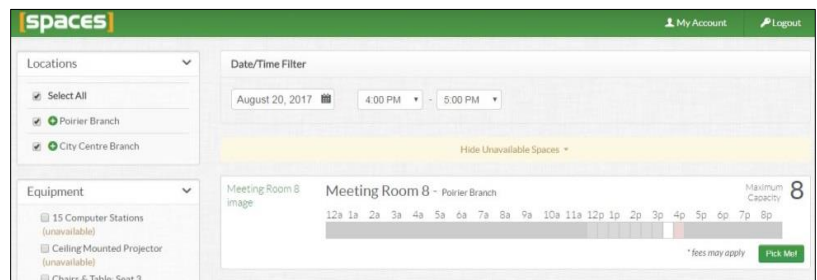
FIND A SPACE

- Choose the date and time you require a meeting room.
- Use the **Locations** and **Equipment** menus on the left side of the screen to narrow your search.



REQUEST A BOOKING

- Find the meeting room you want; each room will list its name, branch, and capacity. To choose a room, click **Pick Me!**
If you haven't registered yet, you must do it now.



- Next, fill out the booking form with your purpose, organization, number of people you are expecting, and title of event.

HOW TO CHOOSE YOUR ORGANIZATION

* Purpose...

Choose Organization
Coquitlam Public Library (CPL)

Join an Organization

* How many people are you expecting?
15

I understand the terms and conditions for room use as outlined here: [Terms and Conditions](#).

* What is the title of your event?
Spaces Learning Event

* I would like to schedule a time to test my equipment.
 Yes No

Back Continue

- To find your group, click on **Join an Organization**.

- A small window with a drop-down menu will pop up. If your group is already on our list, you will see it here. Select your group and click **Request to Join**.

Join an Organization

Join Organization:
-- Select Organization

Cancel Request to Join

- If your organization is *not* on our list, you can still request a booking. Choose **No Organization**, and include a note in the **Purpose** area of the form asking us to add your group. Include your organization's name, whether it is non-profit or for-profit, and any other relevant information.

Knitting society monthly meeting.
 (Please add our organization: Coquitlam Knitting Society to your list of organizations.)

Choose Organization

No Organization

- The next page will give a summary of your room request and, if you are a for-profit organization, any applicable fees.
- If you are happy with your selections, click **Submit Request**. You will get an e-mail confirming your request has been submitted and is pending approval.

WAIT FOR CONFIRMATION

- Once the room bookings team reviews and approve the request, you will receive a second email confirming that the room has been approved.
- **Please allow up to 3 business days for your request to be approved.** If the booking you made includes a fee, the library administration team will make contact with payment options.

Meeting Room Policies

- Fees must be paid no later than 1 day prior to the start of the meeting/program. A full refund (less 10% administration fee) will be issued if a cancellation request is received no later than 1 day prior to the date(s) booked.
- Please make any cancellations at least 2 days in advance of your bookings. No-shows and bookings cancelled without 2 days' notice will count toward your group's overall monthly bookings.
- Bookings may be made up to 3 months in advance.
- Tables and chairs are available but must be set up and cleared away by the group.
- No stationery, supplies or electronic equipment are available with the room.
- Meeting rooms are only available during regular Library hours and must be vacated 15 minutes before closing.
- The booking organization is responsible for setting up their own equipment and troubleshooting technical problems.
- To book a Tech Set Up lesson, please email roombooking@coqlibrary.ca at the time of your booking. The lesson will take place at least one day before you use the room. Lesson requests placed less than 1 week before your room booking are not guaranteed.