

How to Schedule Your Event in the Meeting Room

Getting Started

First, visit our website and click on the **Reserve The Meeting Room** link on the left hand side of the page. This will take you to the webpage with all of the information pertaining to using and booking your event in the Friends of the Library Community Meeting Room.

- > <https://www.anacorteswa.gov/1070/Reserve-The-Meeting-Room>

Please read the agreement documents listed on the right hand side of the page to familiarize yourself with our rules and policies about reserving the meeting room for your event.

Note: When booking an event in the meeting room you agree to follow all of the rules listed in the *User Agreement and AV Equipment Use Agreement* documents.

Home > Departments > Library > Reserve The Meeting Room

Friends of the Library Community Meeting Room

The Friends of the Library Community Meeting Room provides meeting space for the general public (educational, civic, and cultural groups only). Audio-visual equipment is offered to meeting room users, with the requirement that the user is given instruction on how to operate the equipment.

Information

- Events can be booked from 7:00am to 10:00pm.
- The maximum capacity of the room is 90 chairs or 50 chairs with tables.
- Events can be booked up to 90 days in advance.
- Events may not be reserved for the same day of the week more than twice in any one calendar month or 30-day period.

How to Book

1. Read all of the documents listed on the right side of the page.
2. Click on the link below to take you to the booking calendar.
3. Once you've made your booking check your email for the confirmation email and make an account if needed.

[Click here to book your event.](#)

Agreements

Please read the following documents before booking an event.

- [User Agreement](#)
- [AV Equipment Agreement](#)

Instructions

This [document](#) will explain how to book an event.

Click this link to take you to the online booking website.

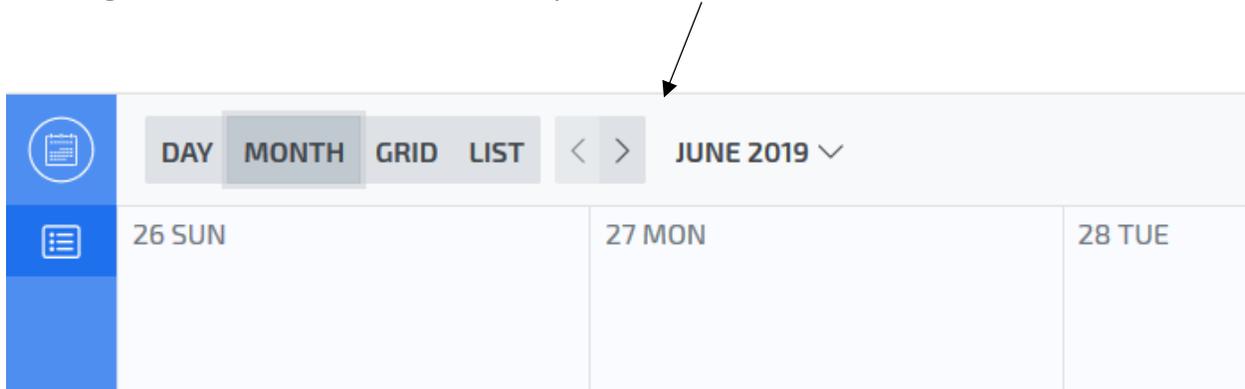
Searching For an Open Time Slot

Once you are on the new webpage you can now begin to look through the calendar and find a time to schedule your event. Here is the URL.

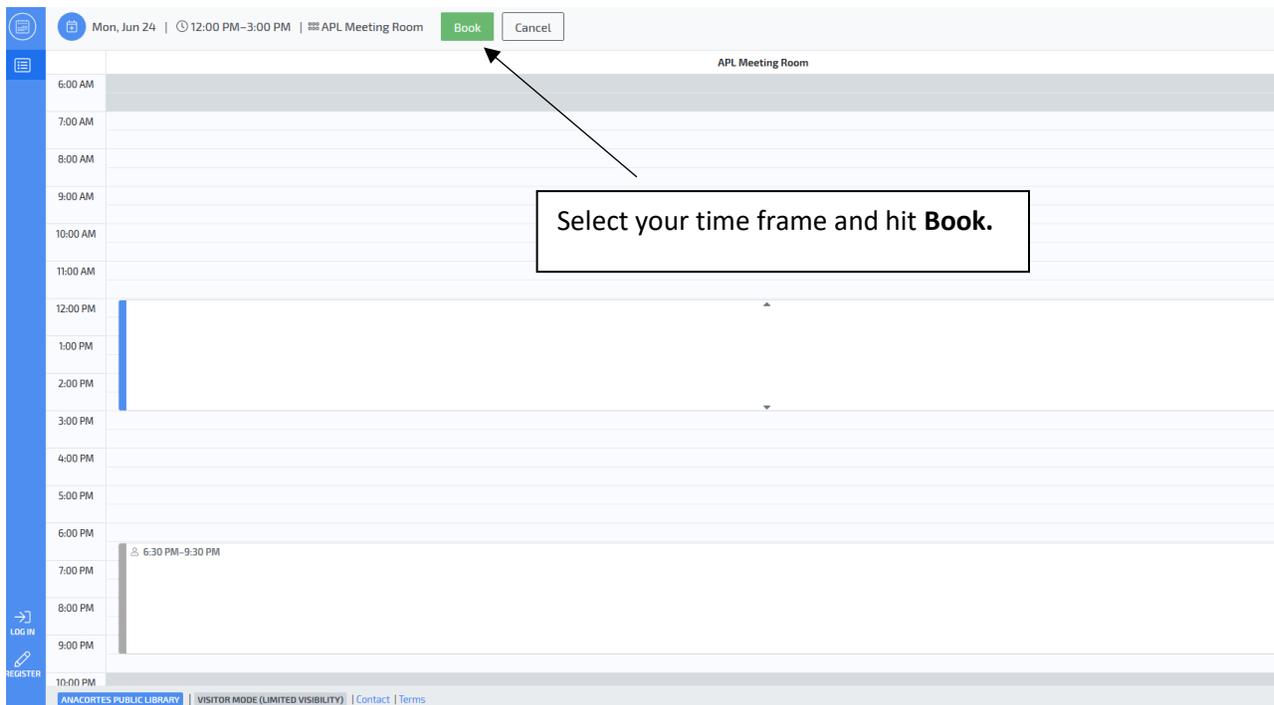
- > <https://aplmeetingroom.skedda.com/booking?viewtype=3>

The default view is set to display the current month and will list events that are booked for each day.

Below is a picture with the different **views** you can select. You can use the left and right arrows to change months or select the month dropdown for a more detailed view.



We recommend using the **month view** to find the day you are looking for and then clicking on the specific day you're looking at for a more detailed view.



To select the time-frame you need, **click on the row corresponding to when your event starts and drag it down to when it will end.**

Once your time slot is selected click on the green **Book** button to enter your information in the booking form.

Filling Out The Booking Form

If this is your first time making a reservation you will need to **enter your email address** before you can continue. If you already have an account then please sign in before this step.

 NEW BOOKING 

To start, please enter your email address.
You'll be the holder of this new booking.

EMAIL

Here is the first half of the form:

 NEW BOOKING 

 Don't forget to tell us in the notes section if you have any special equipment requirements.

BOOKING DETAILS

DATE & TIME *

Monday, June 24, 2019  From 12:00 ...  to 3:00 PM 

SPACE(S)*

 APL Meeting Room 

BOOKING TITLE

An optional booking summary

NAME OF ORGANIZATION/PURPOSE OF MEETING.*

FIRST TIME BOOKING THE MEETING ROOM AND NEED TO USE THE AUDIOVISUAL EQUIPMENT? IF YES CALL (360)-299-1943 OR EMAIL ROSSYT@CITYOFANACORTES.ORG TO SCHEDULE AN AV EQUIPMENT APPOINTMENT WITH ROSSY TREJO.

PHONE NUMBER

CONTACT INFORMATION AVAILABLE TO PUBLIC? (Y / N)

- **Booking title:** The name of your event.

- **Name of organization:** The name of your group if applicable.
- If you need to use the **AV equipment** and have not already had the brief equipment training then please select **Yes** and either call or email Rossy Trejo to schedule it.
- **Phone Number:** The best number to reach you at.
- **Contact information available to the public?:** Select **Yes** if it is okay for us to give out your phone number or email to people who need to reach you about your event.

I agree to the policy and user responsibilities on the FOL meeting room agreement form.

NOTES

Any further information (visible only to booking administrators)

YOUR DETAILS (TESTEMAIL57@GMAIL.COM)

FIRST NAME*	LAST NAME*
<input type="text" value="e.g. Sally"/>	<input type="text" value="e.g. Jones"/>
CONTACT PHONE NUMBER*	ORGANIZATION
<input type="text" value="(US)"/> <input type="text" value="e.g. (201) 555-0123"/>	<input type="text" value="Optional"/>

CANCELLATION

You can cancel this booking any time before it begins.

I have read and agree to the [venue terms](#), [software terms](#) and [privacy policy](#).

- **Click** the checkmark to agree to our meeting room policies (links on our website).
- **Notes:** If you have anything you'd like us to know please enter that in the notes section.
- **Enter** your name and phone number.
- **Click** the final checkmark to agree to Skedda's software terms and privacy policy.

Lastly, click **Confirm Booking** to successfully book your event!

Final Steps

Check your email for the following things:

1. The first email is a confirmation of the details of your booking.
2. The second will be a link to create a Skedda account which will help speed up future bookings.

Thanks you for using our Friends of the Library Community Room.