

# How to Submit a Meeting Room Reservation Request



Visit [Kennettlibrary.org/room](https://Kennettlibrary.org/room) and click on the request a room button.



Choose your date using the calendar feature. Note: the sliding window will show a 3 day date range. Please ensure you are viewing the correct date.

Wednesday, August 28, 2024 – Friday, August 30, 2024

The screenshot shows a reservation interface. On the left is a calendar for August 2024 with the 28th selected. The main area is a grid for Wednesday, August 28, 2024, with columns for 12:00am, 1:00am, 2:00am, 3:00am, 4:00am, 5:00am, 6:00am, 7:00am, 8:00am, 9:00am, 10:00am, and 11:00am. Rows represent different rooms: Oak Classroom (2nd Floor) (Capacity 32), Multipurpose Room - Half Room #2 - Spruce Room (Capacity 8), Multipurpose Room - Half Room #1 - Pine Room (Capacity 8), Multipurpose Room - Full Room (Capacity 50), and another Oak Classroom (2nd Floor) (Capacity 32). A legend at the bottom indicates: Green = Available, Yellow = Your Booking, Red = Unavailable/Padding. In the grid, the 9:00am-10:00am slot for the top two rooms is red, while the 9:00am-10:00am slot for the middle two rooms is green.

Select your space by clicking on the box that correlates with the start time and room you would like to reserve. Room capacities are noted on the left. Green boxes indicate available times; red boxes are unavailable times. Once you select your start time, the boxes for your reservation will display as yellow.

Wednesday, August 28, 2024 – Friday, August 30, 2024

Go To Date < >

Space	Wednesday, August 28, 2024											
	m	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm	7:00pm
<input type="checkbox"/> Kennett Library Spaces												
<a href="#">Info</a> Chestnut Classroom (1st Floor) (Capacity 32)		Unavailable	Unavailable	Unavailable	Unavailable	Available	Available	Available	Available	Available	Available	Available
<a href="#">Info</a> Dogwood Room (Capacity 8)		Available	Available	Available	Available	Unavailable	Unavailable	Unavailable	Available	Available	Available	Available
<a href="#">Info</a> Maple Room (Capacity 8)		Available	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available
<a href="#">Info</a> Multipurpose Room - Full Room (Capacity 50)		Available	Available	Available	Available	Unavailable	Your Booking	Your Booking	Your Booking	Unavailable	Available	Available
<a href="#">Info</a> Multipurpose Room - Half Room #1 - Pine Room		Available	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available
<a href="#">Info</a> Multipurpose Room - Half Room #2 - Spruce Room		Available	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available
<a href="#">Info</a> Oak Classroom (2nd Floor) (Capacity 32)		Unavailable	Unavailable	Unavailable	Unavailable	Available	Available	Available	Available	Available	Available	Available

Available Your Booking Unavailable/Padding

Select your end time from the drop down menu below the scheduler.

<a href="#">Info</a> Multipurpose Room - Full Room (Capacity 50)	Available	Available	Available	Available	Unavailable	Your Booking	Your Booking	Your Booking	Unavailable	Available	Available	Available
<a href="#">Info</a> Multipurpose Room - Half Room #1 - Pine Room	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available
<a href="#">Info</a> Multipurpose Room - Half Room #2 - Spruce Room	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available
<a href="#">Info</a> Oak Classroom (2nd Floor) (Capacity 32)	Unavailable	Unavailable	Unavailable	Unavailable	Available	Available	Available	Available	Available	Available	Available	Available

Available Your Booking Unavailable/Padding

Multipurpose Room - Full Room: 1:00pm Wednesday, August 28, 2024 until...

3:00pm Wed Aug 28th 2024

- 1:30pm Wed Aug 28th 2024
- 2:00pm Wed Aug 28th 2024
- 2:30pm Wed Aug 28th 2024
- 3:00pm Wed Aug 28th 2024
- 3:30pm Wed Aug 28th 2024
- 4:00pm Wed Aug 28th 2024
- 4:30pm Wed Aug 28th 2024
- 5:00pm Wed Aug 28th 2024

Hit Submit Times.

Available Your Booking Unavailable/Padding

Multipurpose Room - Full Room: 1:00pm Wednesday, August 28, 2024 until...


4:00pm Wed Aug 28th 2024

Submit Times

Review your booking details, fees, and meeting room guidelines. Scroll to the bottom of the page and hit continue.

## Booking Details

These times will be held for you until 4:25pm Tuesday, August 6, 2024. If you do not complete your booking before that time, another patron may book these times.

Item	Category	From	To	
 Multipurpose Room - Full Room	Kennett Library Spaces	1:00pm Wednesday, August 28, 2024	4:00pm Wednesday, August 28, 2024	<a href="#">Change</a>

### Kennett Library Spaces: Terms & Conditions

With the completion of the new Kennett Library & Resource Center building, the Kennett Library is happy to offer expanded room bookings to the community with the understanding that priority will be given to programs and meetings sponsored by the Kennett Library. Community organizations are encouraged to use the meeting room facilities at the Kennett Library for educational, cultural, and civic purposes. Room Bookings serve the popular, recreational, informational, and social needs of the general public and reflect equitable opportunity and engagement to a diverse community while promoting a culture of inclusion. There is a fee for using the meeting rooms, and use is subject to the conditions outlined below in the Room Booking Guidelines section:

[Continue](#)

Fill out all fields on the form and hit submit my booking. Library staff will be in touch to review details of your booking and once booking is confirmed you will receive an invoice via email.

Fill out this form to submit your booking for approval. You will receive an additional follow up email with the Library's decision.

Full Name *	<input type="text" value="First Name"/>	<input type="text" value="Last Name"/>
Email *	<input type="text"/>	
Telephone *	<input type="text"/>	
Business or Organization *	<input type="text"/>	
For Profit or Nonprofit / Individual *	<input type="radio"/> For Profit <input type="radio"/> Non Profit / Individual	
Purpose of Meeting *	<input type="text"/>	
Number of Attendees *	<input type="text"/>	
Are you bringing food? *	<input type="radio"/> Yes <input type="radio"/> No	
Will you need technology assistance? *	<input type="radio"/> Yes <input type="radio"/> No	
Special Notes	<input type="text"/>	
I agree to return the room to its original layout. Please initial. *	<input type="text"/>	
Electronic Signature *	<input type="text"/>	

[Submit my Booking](#)

Questions? Contact Kate Steller, Events and Room Booking Coordinator at [ksteller@ccls.org](mailto:ksteller@ccls.org) 484.739.5604