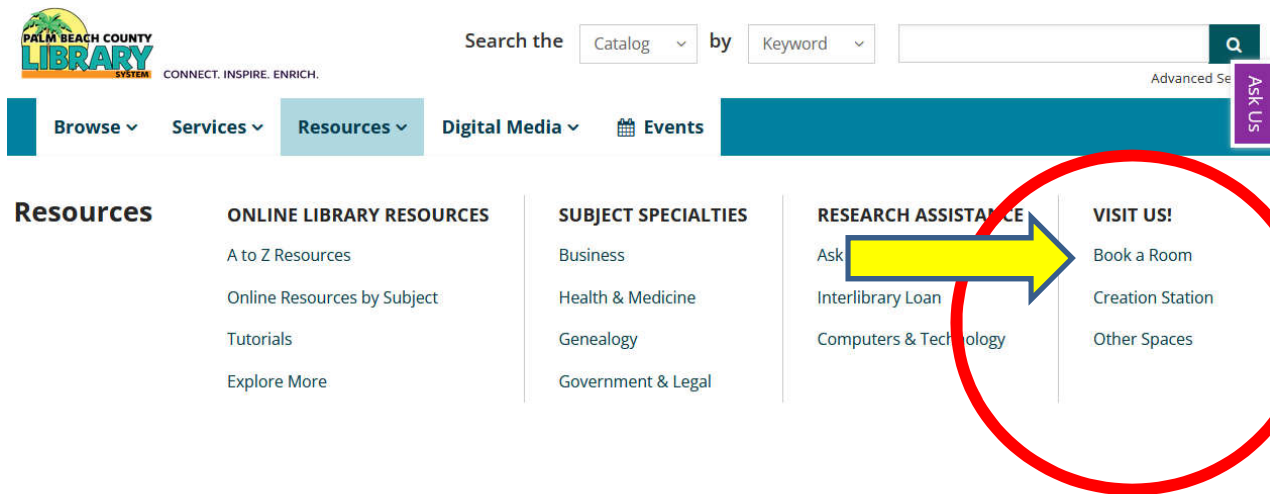
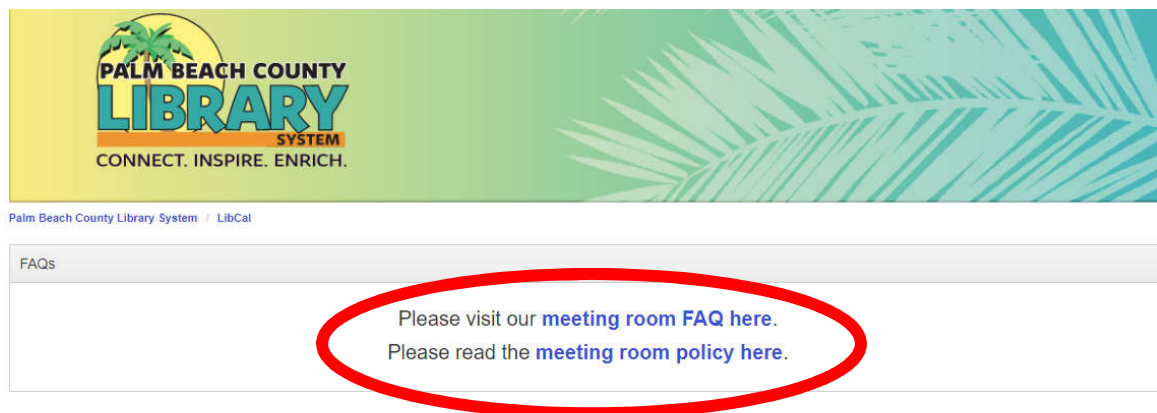


# How to Book a Meeting Room





1. Visit [www.pbclibrary.org](http://www.pbclibrary.org)
2. Click on the **Resources** tab.
3. Under the **VISIT US!** section, select **Book a Room**.



4. Be sure to review the Library's Meeting Room Policy before booking your room.




5. Select which branch and which room you would like to reserve.

 Clarence E. Anthony Branch <a href="#">Meeting Room</a>	 Gardens Branch <a href="#">Meeting Room</a> <a href="#">Large Conference Room</a> <a href="#">Small Conference Room</a>	 Glades Road Branch <a href="#">Meeting Room</a> <a href="#">Conference Room</a>	 Greenacres Branch <a href="#">Meeting Room</a> <a href="#">Conference Room</a>
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6. Click **Go To Date** to see the availability for the date and time you are looking for.

Meeting Rooms (West Boynton Branch) Capacity: 80



Choose the beginning time of your booking from the green time blocks below. Then use the dropdown to choose your ending time. Remember to include 30 minutes before and/or after the event to set up and clean up room.

Accessible Seat/Space  
Power Available

**Tuesday, February 27, 2024**

Go To Date < > Next Available Day View Week View

First select a start time from the grid below. You will then be able to modify the end date/time in the dropdown below the grid.

Space	3:00pm	4:00pm	5:00pm	6:00pm	7:00pm	8:00pm	9:00pm	10:00pm	11:00pm
Meeting Rooms (Capacity 80)									

Available Your Booking Unavailable/Padding

7. Use the color-coded key to see availability.

8. Choose the beginning time of your booking from the green time blocks. Then use the drop down to choose your ending time. Remember to include 30 minutes before and/or after the event to set up and clean up the room.

**Thursday, March 28, 2024**

Go To Date < > Day View Week View

First select a start time from the grid below. You will then be able to modify the end date/time in the dropdown below the grid.

Space	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm	7:00pm
Meeting Rooms (Capacity 80)	Unavailable/Padding	Unavailable/Padding	Unavailable/Padding	Available	Unavailable/Padding	Unavailable/Padding	Unavailable/Padding	Available	Available	Available

Available Your Booking Unavailable/Padding

Meeting Rooms: 12:00pm Thursday, March 28, 2024 until... 1:00pm Thu Mar 28th 2024

Submit Times

9. Click **Submit Times** when you have entered your booking time.

10. Verify that the date and time are correct and click **Continue**.

11. Once verified, click **Change** if you wish to edit the time or date.

12. Fill out the form, then click **Submit my Booking**.

13. You will receive an email with the Library's decision. Be sure to check your spam folder.