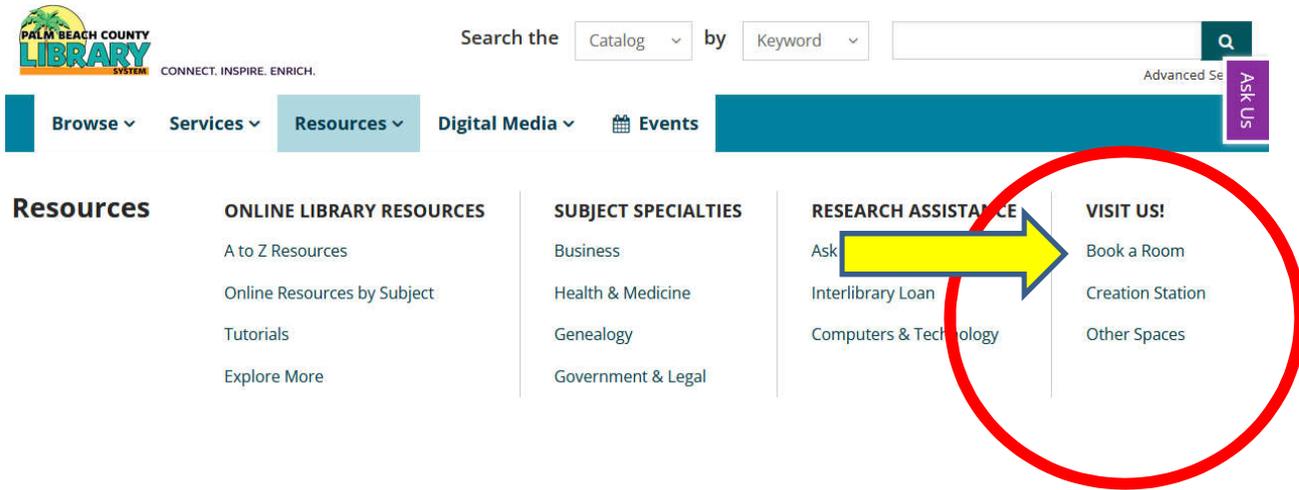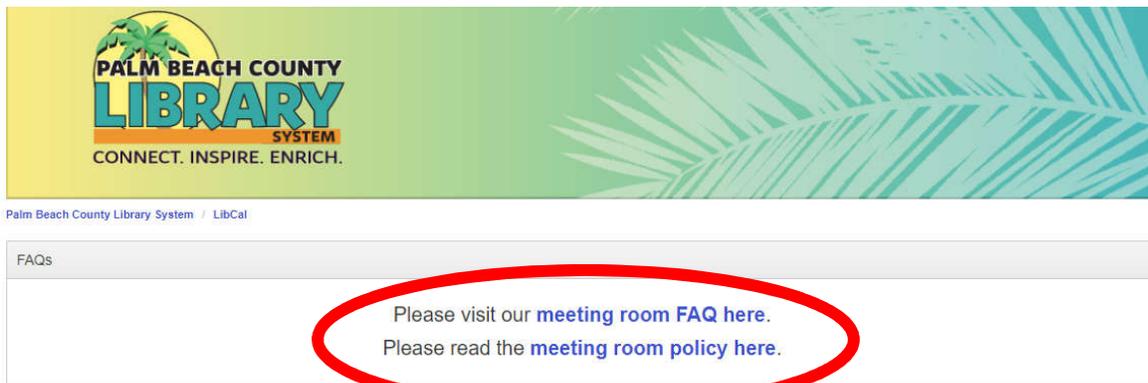# How to Book a Meeting Room
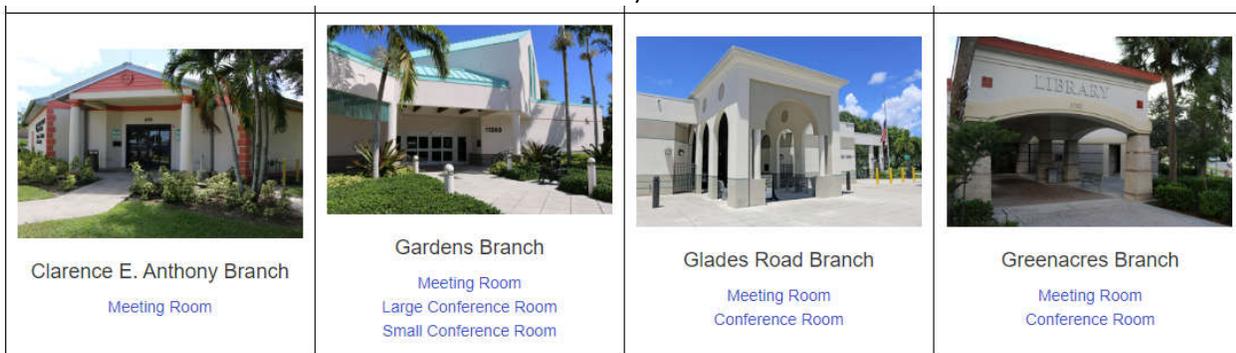
1. Visit www.pbclibrary.org
2. Click on the **Resources** tab.
3. Under the **VISIT US!** section, select **Book a Room.**

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.

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6. Click **Go To Date** to see the availability for the date and time you are looking for.

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.

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.