Reservation Booking Instructions
Meeting Rooms
Login to the Library District website at yumalibrary.org to access the online Booking Process
• From the Library’s Main page, choose the tab **USING YOUR LIBRARY**
• Under **LIBRARY SERVICE**, choose **USING LIBRARY MEETING ROOMS**
From this page you can access the Meeting Room Policy, Rules, and Fees

Choose ONLINE ROOM RESERVATIONS FOR ALL BRANCHES
• Use the drop down box to choose your **BOOKING TYPE**

• Your **Options** are:
  • Non-Profit (must produce proof of 501(c) status)
  • Commercial
  • Government (State, Local, Federal, Schools)
  • Yuma County (only departments within Yuma County Government)

• Click **DONE**
1. Choose the **DATE** from the calendar (reservations cannot be made for the same day)
2. Choose the **BRANCH**
3. Click on the **room** you would like to reserve
   a. **Green areas** on the time bar indicate the times available for the room
4. Click on the **start time** on the **green sliding bar**, and then click on the **end time** (give yourself enough time to set up and clean up)
• Confirm that your **DATE** and **TIME** is correct, and you have chosen the room you wish to use.

• Choose any **ADDITIONAL RESOURCES** you will need.

• Once complete, choose **RESERVE NOW**, or if making multiple reservations, choose **ADD TO BASKET**.
  - If you choose the **ADD TO BASKET** option: when you have chosen all of your dates, click on the **ROOM BASKET** and then **RESERVE**. Each date will be shown, and the booking information will only need to be entered once.

• *Please note that the Room Charge shown on the upper right only reflects the refundable damage deposit of $50. You will be notified of the actual fees via email, when your reservation is approved. The fee schedule can be viewed on the first page of the booking site.*
Complete the requested information. See the example on the left.

Check both boxes at the bottom before choosing NEXT.
• Your booking details are shown here

• If everything is correct, please click RESERVE
• Your final room booking information is shown here.

• You will be contacted via your email regarding the fees for this reservation.

• Please contact the applicable Branch if you have any questions.