

### *How to reserve a meeting room using the online software.*

1. Please review the Meeting Room Policy and Patron Rules of Conduct before submitting your request.
2. Select: By clicking on this link, I agree to the Meeting Room Policy and Patron Rules of Conduct.
3. Select the Month and Date from the Calendar.
4. Select the Meeting Room based on the minimum number of people attending your event.
5. (Only Room A, B or A/B and the Preakness Meeting Room can be reserved)
6. Under Select: Click in the boxes next to the times you wish to reserve the room, include Reservation Start Time, Meeting Start Time, Meeting End Time, and Reservation End Time

**Example:**

Reservation Start Time	Meeting Start Time	Meeting End Time	Reservation End Time
5:00 p.m.	6:00 p.m.	7:30 p.m.	8:15 p.m.

7. Click Continue
8. Select your meeting start & end times using the drop down arrows.
9. Enter the number of attendees
10. Enter the name of your organization
11. Enter the **purpose** of your meeting: A description of your program or event with contact information if so desired.
12. Enter the Name of Card Holder (The name of the person who is responsible, the library card holder)
13. Enter the Primary Phone number
14. Enter the Alternate phone number if available
15. Enter your Street Address
16. Enter your City
17. State/ Province is already completed
18. Enter your Zip Code
19. Enter Your Email address (to ensure you receive a confirmation)

20. Notes: Enter any information you need to tell us.
21. If Using the TV/DVD/VCR you must provide the title of viewing material and obtain a copyright permission to show the material
22. Fax copyright permission to 973-692-0637
23. Answer Yes or No to the questions by Clicking on the Circles.
24. Select the Room Set-up that you will be using
25. Select your type of organization
26. Under Optional Items, Please enter the number of chairs and tables needed and click the box next to the item you wish to request. i.e. screen, TV/DVD/VCR
27. When done Click on **VERIFY REQUEST**
28. Review your request before Clicking **SUBMIT REQUEST**
29. If you made a mistake and need to make a correction, use the BACK button on your web browser.