



How to Reserve a Meeting Room

After accessing the Library's homepage, www.ocls.info click "**Book a Meeting Room**" (A) at the left side of the webpage.

 **A**

-  [Log in to My Account](#)
- » [Renew Titles](#)
- » [Request Items](#)
- » [e-Mail Notices](#)
- » [Book a Meeting Room](#)
- » [My Class Calendar](#)

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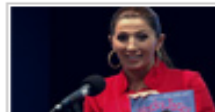


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Step Off! 2011
35:46

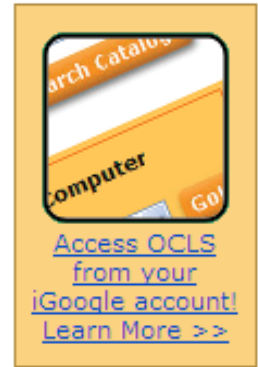
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Meeting Room Info

The Orange County Library System provides meeting rooms at several locations for use by the public when not being used for Library purposes. Please note that the Library is charging for meeting room use at all OCLS locations, and a zero balance on your library card account is required in order to book a meeting room. [View the schedule of Meeting Room Fees.](#)

Meeting Room charges must be paid within 72 hours of placing a reservation and may be paid online with a Credit Card (Visa or MasterCard ONLY) or payments can be made in person with cash, money order or a certified bank check. Personal or Company checks are not acceptable forms of payment for Meeting Room Charges. Groups may book meetings up to three months in advance. When requesting a meeting room times slot, please factor in any set-up needs. Early entry into our meeting rooms is not permitted for this purpose.

To learn more about our meeting rooms view our [Meeting Room Policy](#) or "[How to Reserve a Meeting Room](#)" tutorial. You can also contact us at 407.835.7323 with any questions you may have.



Click on (A) **“View the schedule of Meeting Room Fees”** to view fees for different rooms.

Click on (B) **“Meeting Room Policy”** to read our guidelines.

Click on (C) **“Book a Meeting Room at this location.”**

Please be sure to select the correct library branch.

This link will take you to our Room Reserve Software.

Location	Capacity	Meeting Room Hours
<p>ALAFAYA BRANCH 12000 East Colonial Drive Orlando, FL 32826</p> <p>Book a meeting room at this location</p>	1 room 50	<p>Monday-Thursday 10:15 a.m. - 8:30 p.m. Friday-Saturday 10:15 a.m. - 4:30 p.m. Sunday 1:15 p.m. - 5:30 p.m.</p>
<p>EATONVILLE BRANCH 200 E. Kennedy Blvd. Orlando, FL 32751</p> <p>Book a meeting room at this location</p>	1 room 60	<p>Monday-Thursday 10:15 a.m. - 7:30 p.m. Friday-Saturday 10:15 a.m. - 4:30 p.m.</p>

C

Room Request

Date, Time, and Room Selection

Text Size
T T T

1. **Select desired branch location and meeting room.**

A list of meeting rooms will appear. Moving your mouse over these rooms, highlights their standard fixtures and equipment.

2. **Select month and day on calendar to see availability.**

3. **Select appropriate meeting room times**

4. **Click on "Continue" when finished.**

Day **2** Week Month Search Language: English

DATE SELECTION						
November 2008						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

SELECTION
Expand All | Collapse All

- [-] Alafaya Branch
 - Alafaya - Meeting Room 1
- [+] Eatonville Branch
- [+] Edgewater Branch
- [+] Herndon Branch
- [+] Hiawassa Branch
- [+] North Orange Branch
- [-] Orlando Public Library
 - Albertson Room
 - Cypress Room
 - Magnolia Room
 - Palm Room
- [+] South Creek Branch
- [+] South Trail Branch

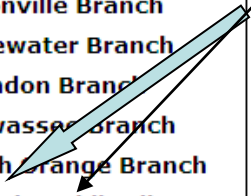
TIME SELECTION

[Please include set up and take down times.]

Albertson Room on 11/24/2008

Select	Time	Status
<input type="checkbox"/>	9:15 AM-9:30 AM	OPEN
<input type="checkbox"/>	9:30 AM-9:45 AM	OPEN
<input type="checkbox"/>	9:45 AM-10:00 AM	OPEN
<input type="checkbox"/>	10:00 AM-10:15 AM	OPEN
<input type="checkbox"/>	10:15 AM-10:30 AM	OPEN
<input type="checkbox"/>	10:30 AM-10:45 AM	OPEN
<input checked="" type="checkbox"/>	10:45 AM-11:00 AM	OPEN
<input type="checkbox"/>	11:00 AM-11:15 AM	OPEN
<input type="checkbox"/>	11:15 AM-11:30 AM	OPEN
<input type="checkbox"/>	11:30 AM-11:45 AM	OPEN
<input type="checkbox"/>	11:45 AM-12:00 PM	OPEN
<input type="checkbox"/>	12:00 PM-12:15 PM	OPEN

Continue Home



1

3

4

Room Request Contact Information

[Back](#)

Meeting Room Policy

Room Name: Cypress Room

Date(s): 5/4/2011

*Library Card:

A valid library card number is required. Please enter the associated information and click the Login button.

*Library Card Number:

*Last Name:

[Login](#)

NOTE:

Meeting Room reservation charges will need to be paid within 72 hours of receiving notice. Meeting Room reservations will not be processed until payment confirmation is received. Failure to submit payment will result in the cancellation of the Meeting Room request. Meeting Room charges are nonrefundable, should you need to cancel this request, you will need to do so immediately. Meeting Room charges can be made with Credit Card or with cash, certified bank check or money order in person by visiting any OCLS library location.

[View the Library's Meeting Room Policies.](#)

Food and Beverages and/or Catering in the Albertson Room require a \$150.00 fee and a \$60.00 fee for all other meeting rooms. The fee for Food and Beverages/Catering applies to each date requested, is nonrefundable and can be paid in full with Credit Card or with cash, certified bank check or money order in person by visiting any OCLS library location.

1. Enter Library Card Number ("P" followed by 9 numbers)
2. Enter Last Name.
3. Click "Login."

**Review disclaimer summarizing our policy and procedures.*

**Pay special attention to our food and beverage accommodation fees.*

**All fees are nonrefundable.*

[Back](#)

* = Required Field

By verifying your request, you are indicating that you have reviewed and understand the [meeting room policy](#). Meeting Room and Food and Beverage fees are **nonrefundable**.

Room Request Contact Information

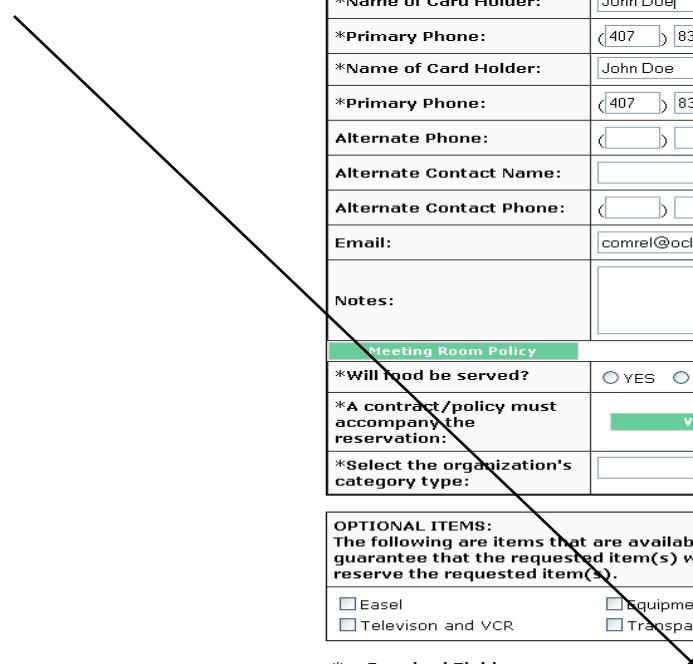
[Back](#)

Meeting Room Policy												
Room Name:	Cypress Room											
Date(s):	10/1/2007											
*Library Card:	A valid library card number is required. Please enter the associated information and click the Login button. *Library Card Number: <input style="width: 150px;" type="text" value="●●●●●●●●"/> *Last Name: <input style="width: 100px;" type="text" value="Doe"/> Login											
NOTE:	<i>An adult cardholder (18 years or older) may reserve the meeting room. The cardholder making the reservation assumes full responsibility for taking care of the meeting room, ensuring that all attendees adhere to the Library Meeting Room Policy and Rules of Conduct during the meeting, and, if necessary, making a cancellation. Cancellations must be made at least 24 hours in advance of a scheduled meeting to avoid being charged a non-refundable \$10 "No Show" fee. Food and Beverages and/or Catering in the Albertson Room require a \$150.00 fee and a \$60.00 fee for all other meeting rooms. The fee for Food and Beverages/Catering applies to each date requested, is nonrefundable and must be paid in full by cash or check to the Community Relations office.</i>											
Meeting Times:	<table border="1" style="font-size: 8px;"> <tr><th style="padding: 2px;">Reservation Start Time</th></tr> <tr><td style="text-align: center;">9:15 AM</td></tr> </table>	Reservation Start Time	9:15 AM	<table border="1" style="font-size: 8px;"> <tr><th style="padding: 2px;">Meeting Start Time</th></tr> <tr><td style="text-align: center;">9:15 AM ▼</td></tr> </table>	Meeting Start Time	9:15 AM ▼	<table border="1" style="font-size: 8px;"> <tr><th style="padding: 2px;">Meeting End Time</th></tr> <tr><td style="text-align: center;">9:45 AM ▼</td></tr> </table>	Meeting End Time	9:45 AM ▼	<table border="1" style="font-size: 8px;"> <tr><th style="padding: 2px;">Reservation End Time</th></tr> <tr><td style="text-align: center;">9:45 AM</td></tr> </table>	Reservation End Time	9:45 AM
Reservation Start Time												
9:15 AM												
Meeting Start Time												
9:15 AM ▼												
Meeting End Time												
9:45 AM ▼												
Reservation End Time												
9:45 AM												
*Number of Attendees:	<input style="width: 100px;" type="text"/>											
*Organization:	<input style="width: 100%; height: 20px;" type="text"/>											
*Purpose:	<input style="width: 100%; height: 20px;" type="text"/>											
*Name of Card Holder:	<input style="width: 100%; border: 1px solid #ccc;" type="text" value="John Doe"/>											
*Primary Phone:	<input style="width: 30px;" type="text" value="(407)"/> <input style="width: 30px;" type="text" value="835"/> <input style="width: 30px;" type="text" value="-7481"/> Extension: <input style="width: 50px;" type="text"/>											
*Name of Card Holder:	<input style="width: 100%; border: 1px solid #ccc;" type="text" value="John Doe"/>											
*Primary Phone:	<input style="width: 30px;" type="text" value="(407)"/> <input style="width: 30px;" type="text" value="835"/> <input style="width: 30px;" type="text" value="-7481"/> Extension: <input style="width: 50px;" type="text"/>											
Alternate Phone:	<input style="width: 30px;" type="text" value="()"/> <input style="width: 30px;" type="text" value=" -"/> <input style="width: 30px;" type="text" value=" -"/> Extension: <input style="width: 50px;" type="text"/>											
Alternate Contact Name:	<input style="width: 100%; border: 1px solid #ccc;" type="text"/>											
Alternate Contact Phone:	<input style="width: 30px;" type="text" value="()"/> <input style="width: 30px;" type="text" value=" -"/> <input style="width: 30px;" type="text" value=" -"/>											
Email:	<input style="width: 100%; border: 1px solid #ccc;" type="text" value="comrel@ocls.info"/>											
Notes:	<div style="border: 1px solid #ccc; height: 40px;"></div>											
Meeting Room Policy												
*Will food be served?	<input type="radio"/> YES <input type="radio"/> NO [If YES, a nonrefundable fee is required.]											
*A contract/policy must accompany the reservation:	View and Print Room Contract/Policy											
*Select the organization's category type:	<input style="width: 100%; border: 1px solid #ccc;" type="text"/> ▼											
OPTIONAL ITEMS: The following are items that are available upon request for the selected room. This does not guarantee that the requested item(s) will be available. We will make every attempt to reserve the requested item(s).												
<input type="checkbox"/> Easel <input style="margin-left: 150px;" type="checkbox"/> Equipment for the Hearing Impaired <input style="margin-left: 150px;" type="checkbox"/> Podium <input type="checkbox"/> Television and VCR <input style="margin-left: 150px;" type="checkbox"/> Transparencies Overhead Projector												

* = Required Field

[Verify Request](#) | [Back](#)

- Fill in and select all pertinent information.
- items with an *asterisk denote a required field.
- Click “Verify Request.”



Room Request Summary

You have requested the following:

Please review your reservation information below and continue to payment options to finish. Please factor in any set-up needs for your meeting. Early entry into our meeting rooms is not permitted for this purpose.

Room Name:	Cypress Room			
Date(s):	5/4/2011			
Meeting Times:	Reservation Start Time	Meeting Start Time	Meeting End Time	Reservation End Time
	9:15 AM	9:15 AM	10:15 AM	10:15 AM
Number of Attendees:	5			

Contact Information

Library Card:	-----
Organization:	Test
Purpose:	Test
Name of Card Holder:	COMMUNITY RELATIONS
Primary Phone:	(407) 835-7481
Alternate Phone:	
Email:	comrel@ocls.info
Notes:	
Category:	Other Type of Organization

Food will not be served	\$0.00
Room Cost:	\$25.00 Fee

Payment Received:	<input type="radio"/> YES <input checked="" type="radio"/> NO Deposit Check #: <input type="text"/>
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Please verify that the information is correct. Use the browser Back button to go back and make changes or click the Continue to Payment Options button to complete the reservation process.

By verifying your request, you are indicating that you have reviewed and understand the meeting room policy. Meeting Room and Food and Beverage fees are **nonrefundable**.

[Continue to Payment Options](#)

[Cancel](#)

- Review your request.
- Select “Continue to Payment Options” or “Cancel.”
- *If you opt to cancel, you will need start the reservation process over.*
- *Once again all fees are nonrefundable.*
- *By selecting “Continue to Payment Options” patron agrees and understands Meeting Room Policy.*

- You have two payment options.

- The first option **“Pay at Library within 72 hours”** can be made in person at any of our 15 branches with cash or credit card.

- The second option pay by **“Credit Card”** will allow you to instantly pay for your meeting room.

* *Please note if you choose the **“Pay at Library”** option cash and credit card are the preferred methods of payment. No personal checks.*

Room Request Payment Details	
Grand Total	\$25.00
How would you like to pay?	<input type="radio"/> Pay at library within 72 hours <input checked="" type="radio"/> Credit Card
<input type="button" value="Process Payment"/> <input type="button" value="Cancel"/>	

Room Request

- If “Pay at Library within 72 hours” is pick your request will appear.

- This outlines the status of the meeting room reservation and reiterates our guidelines.

- Note that all requests will be in **Approval Pending** status until denied, or confirmed until payment has been received.

- Click on “Home,” or “Another Request” for additional room reservations.

The request is complete for:
Contact: COMMUNITY RELATIONS
Room: Cypress Room
Date(s): Thursday, October 01, 2009
Time: 10:00 AM to 12:00 PM

PLEASE NOTE THE STATUS OF THE REQUEST IS: Approval Pending

Thank you for submitting a request to use a meeting room at the Orlando Public Library.

You have indicated that you will be paying your meeting room fee at one of our 15 Library locations. Please be aware that the request will stay in *pending* until payment has been received. *Pending* requests can only be held for 72 hours. If payment has not been received by that time, the request will be *denied*.

Total Amount Due: \$25.00

Please note, if you have indicated that food is being served, the Food and Beverage Fee has been calculated into the total amount due.

As the contact person for this meeting room request, please be available to sign in for your meeting, ensure that all attendees follow the Meeting Room Policy and Library Rules of Conduct during the meeting, take care of the meeting room and, if necessary, to make a cancellation. To cancel a meeting room reservation call 407.835.7323. Meeting Room charges are **nonrefundable**.

Please keep in mind that the Library and Friends of the Library have priority use of the meeting rooms and room assignments are made at the discretion of the Library (Meeting Room Policy, Section III, A & B). In the event that a change or cancellation to your request should occur, advance notice will be given when possible.

For considerations on the use of Library meeting rooms, please see the Meeting Room Policy in its entirety at <http://www.ocls.info/About/BOT/PDFs/Policies/MeetingRoomPolicy.BOTApproved072008.pdf>.

Please call 407.835.7481 or email comrel@ocls.info if you have any questions or concerns. Thank you!



- If “**Credit Card**” payment is chosen.

- Correctly fill out the Billing address for the Visa or MasterCard that you wish to use.

- Then click the “**Process Payment**” button.

- When you are finished, you will receive a **confirmation number**, and if you provided an e-mail address, the number will be sent to you via e-mail.

Room Request Payment Details

Grand Total	\$25.00		
How would you like to pay?	<input type="radio"/> Pay at library within 72 hours <input checked="" type="radio"/> Credit Card		
Card Holder Name	<input type="text"/>		
Country	<input type="text" value="v"/>		
Address	<input type="text"/> <input type="text"/>		
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Credit Card Number	<input type="text"/>	 	
Credit Card Verification Value	<input type="text"/>		
Expiration Date	<input type="text" value="1 - January"/>	/	<input type="text" value="2009"/>
	<input type="button" value="Process Payment"/>		<input type="button" value="Cancel"/>

If you have questions regarding how to book a meeting room please contact the Library’s Community Relations Department at 407.835.7481.