



## **How to Reserve a Room Online (Through Our Website)**

- Go to our room reservations web page at:
  - <http://mooresvillelib.org/services/room-reservations/>
- Follow the directions as shown (on the following pages)

- Library Services
- Library Cards
- Computers & Technology
- Databases (Online Research)
- Hoopla
- How Do I?
- Indiana Room/Genealogy
- Local History
- Newsletters
- Room Reservations
- Social Media
- Wireless Printing



Call (317) 831-7323 to reserve the Bonita C. Marley Community Room.



Local organizations looking for a great place to meet use the library's Bonita C. Marley Community Room.



The library's study rooms are ideal for tutoring students.

**WE'RE BUILT FOR COMPANY. WON'T YOU JOIN US?**

The Mooresville Public Library is pleased to offer patrons the use of our meeting rooms. Simply reserve the room in advance. Instructions for reserving your room can be found below. Please be sure to print and review a copy of our policies for the use of these rooms.

- [Click here for our community room use application form \(print out, complete, and return to library\)](#)
- [Click here to reserve a room](#)
- [Click here to cancel a reservation](#)
- [Community Room Policies](#)
- [Study Room Policies](#)
- To reserve our Children's Programming Room, please call (317) 831-7323.

**To Reserve a Room:  
Step #1:  
Click This Link**

## Room Request Date, Time, and Room Selection

Text Size  

T	T	T
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Day
Week
Month
Search / Recurring

**DATE SELECTION**

April 2015

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**

**Community Room A & B**

- Community Room A
- Community Room B
- Study Room A - Tan (Ages 18+)
- Study Room B - Orange (Ages 14-18)
- Study Room C - Blue (Ages 14-18)
- Children's Program Area (Phone Library to Reserve)
- Instructional Computer Lab (Phone Library to reserve)
- Outdoor Courtyard (contact Meghan to reserve)

**Select a Room**

TIME SELECTION		
[Please include set up and take down times.]		
Community Room A & B on 4/2/2015		
Select	Time	Status
<input type="checkbox"/>	7:00 AM-7:30 AM	OPEN
<input type="checkbox"/>	7:30 AM-8:00 AM	OPEN
<input type="checkbox"/>	8:00 AM-8:30 AM	OPEN
<input type="checkbox"/>	8:30 AM-9:00 AM	OPEN
	9:00 AM-9:30 AM	AARP Tax Help
	9:30 AM-10:00 AM	AARP Tax Help
	10:00 AM-10:30 AM	AARP Tax Help
	10:30 AM-11:00 AM	AARP Tax Help
	11:00 AM-11:30 AM	AARP Tax Help
	11:30 AM-12:00 PM	AARP Tax Help
	12:00 PM-12:30 PM	AARP Tax Help
	12:30 PM-1:00 PM	AARP Tax Help
	1:00 PM-1:30 PM	AARP Tax Help
	1:30 PM-2:00 PM	AARP Tax Help
	2:00 PM-2:30 PM	AARP Tax Help
	2:30 PM-3:00 PM	AARP Tax Help
	3:00 PM-3:30 PM	AARP Tax Help
	3:30 PM-4:00 PM	AARP Tax Help
	4:00 PM-4:30 PM	
	4:30 PM-5:00 PM	Master Gardener's
	5:00 PM-5:30 PM	Master Gardener's
	5:30 PM-6:00 PM	Master Gardener's Meeting [Pay Pending]
	6:00 PM-6:30 PM	Master Gardener's Meeting [Pay Pending]
	6:30 PM-7:00 PM	Master Gardener's Meeting [Pay Pending]
	7:00 PM-7:30 PM	Master Gardener's Meeting [Pay Pending]
	7:30 PM-8:00 PM	Master Gardener's Meeting [Pay Pending]
	8:00 PM-8:30 PM	Master Gardener's Meeting [Pay Pending]
	8:30 PM-9:00 PM	Master Gardener's Meeting [Pay Pending]
	9:00 PM-9:30 PM	Master Gardener's Meeting [Pay Pending]
	9:30 PM-10:00 PM	Master Gardener's Meeting [Pay Pending]

Continue
Home

## Room Request Date, Time, and Room Selection

Text Size  
T T T

Day      **Week**      Month      Search / Recurring

**DATE SELECTION**

◀ April 2015 ▶

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**

- Community Room A & B
- Community Room A
- Community Room B
- Study Room A - Tan (Ages 18+)
- Study Room B - Orange (Ages 14-18)**
- Study Room C - Blue (Ages 14-18)
- Children's Program Area (Phone Library to Reserve)
- Instructional Computer Lab (Phone Library to reserve)
- Outdoor Courtyard (contact Meghan to reserve)

**TIME SELECTION**

[Please include set up and take down times.]

Study Room B - Orange (Ages 14-18) on 4/2/2015

Select	Time	Status
<input type="checkbox"/>	9:00 AM-9:30 AM	OPEN
<input type="checkbox"/>	9:30 AM-10:00 AM	OPEN
<input type="checkbox"/>	10:00 AM-10:30 AM	OPEN
<input type="checkbox"/>	10:30 AM-11:00 AM	OPEN
<input type="checkbox"/>	11:00 AM-11:30 AM	MCCL (Literacy Coalition)
<input type="checkbox"/>	11:30 AM-12:00 PM	MCCL (Literacy Coalition)
<input type="checkbox"/>	12:00 PM-12:30 PM	
<input type="checkbox"/>	12:30 PM-1:00 PM	OPEN
<input type="checkbox"/>	1:00 PM-1:30 PM	OPEN
<input type="checkbox"/>	1:30 PM-2:00 PM	OPEN
<input type="checkbox"/>	2:00 PM-2:30 PM	OPEN
<input checked="" type="checkbox"/>	2:30 PM-3:00 PM	OPEN
<input checked="" type="checkbox"/>	3:00 PM-3:30 PM	OPEN
<input checked="" type="checkbox"/>	3:30 PM-4:00 PM	OPEN
<input checked="" type="checkbox"/>	4:00 PM-4:30 PM	OPEN
<input checked="" type="checkbox"/>	4:30 PM-5:00 PM	OPEN
<input checked="" type="checkbox"/>	5:00 PM-5:30 PM	OPEN
<input type="checkbox"/>	5:30 PM-6:00 PM	OPEN
<input type="checkbox"/>	6:00 PM-6:30 PM	OPEN
<input type="checkbox"/>	6:30 PM-7:00 PM	MCCL (Literacy Coalition)
<input type="checkbox"/>	7:00 PM-7:30 PM	MCCL (Literacy Coalition)

Checkmark  
Desired  
Available  
Times (Up to 3 Hours)

Continue Home

Click the "Continue" Button

## Room Request Contact Information

[Back](#)

Meeting Room Policy				
Room Name:	Study Room B - Orange (Ages 14-18)			
Date(s):	4/2/2015			
NOTE:	An adult cardholder (18 years or older) may reserve the meeting room. The card holder making the reservation will be held liable for any damage done to the room. (See the Meeting Room Policy)			
Meeting Times:	Reservation Start Time	Meeting Start Time	Meeting End Time	Reservation End Time
	2:30 PM	2:30 PM ▼	5:30 PM ▼	5:30 PM
*Number of Attendees:	<input type="text" value="4"/>			
*Organization:	<input type="text" value="Cauli Le Chat Appreciation Society"/>			
*Purpose:	<input type="text" value="Meeting"/>			
*Contact Person's Name:	<input type="text" value="Victoria Fleming"/>			
*Primary Phone:	<input type="text" value="555"/>	<input type="text" value="555"/>	<input type="text" value="5555"/>	Extension: <input type="text" value="55"/>
Alternate Phone:	<input type="text"/>	<input type="text"/>	<input type="text"/>	Extension: <input type="text"/>
Email:	<input type="text" value="vfleming85@gmail.com"/>			
Notes:	<input type="text"/>			
Meeting Room Policy				

**Complete the Form Fields as Shown**

**Then Click the "Verify Request" Button**

\* = Required Field  
Individuals not connected to an organization should enter RESERVED in the Organization Field

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

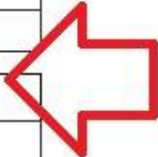
# Room Request Summary

## You have requested the following:

Review Info and Submit to Finish

<b>Room Name:</b>	Study Room B - Orange (Ages 14-18)			
<b>Date(s):</b>	Thursday, April 02, 2015			
<b>Meeting Times:</b>	<b>Reservation Start Time</b>	<b>Meeting Start Time</b>	<b>Meeting End Time</b>	<b>Reservation End Time</b>
	2:30 PM	2:30 PM	5:30 PM	5:30 PM
<b>Number of Attendees:</b>	4			

**Review Your Information**



**If Correct, Click the "Submit Request" Button**

<b>Contact Information</b>	
<b>Organization:</b>	Cauli Le Chat Appreciation Society
<b>Purpose:</b>	Meeting
<b>Contact Person's Name:</b>	Victoria Fleming
<b>Primary Phone:</b>	(555) 555-5555 x55
<b>Alternate Phone:</b>	
<b>Email:</b>	vfleming85@gmail.com
<b>Notes:</b>	

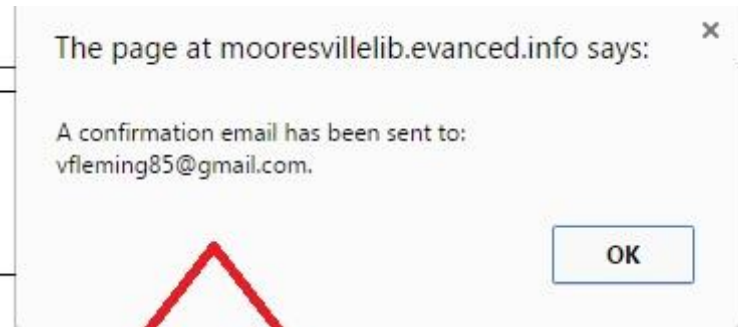
Please verify that the information is correct. Use the browser Back button to go back and make changes or click the Submit Request button to complete the reservation process.

Individuals not connected to an organization should enter RESERVED in the Organization Field



**Submit Request** **Cancel**

The request is complete for:  
Contact: Victoria Fleming  
Room: Study Room B - Orange (Ages 14-18)  
Date(s): Thursday, April 02, 2015  
Time: 2:30 PM to 5:30 PM  
The confirmation number is YEOTVVI  
You will be notified if there is a problem with the request.



## Request Confirmation is Emailed to You

- **You may also reserve rooms by calling the library at (317) 831-7323.**