

How to Use Room Request to Reserve the Cary Area Public Library Meeting Rooms

Our online Room Reserve system allows Cary Area Public Library patrons the ability to reserve the room electronically. The room must be reserved by a Cary Area Library card holder.

- Groups may reserve the room up to 3 times (once each month) in a three month period. The system will not allow reservations more than 90 days in advance.
- Library programs still have first priority, so reservations will only be confirmed after library programming is set.
- The meeting room is dividable. The whole room can be reserved for groups needing seating for up to 100 people. The north side can seat up to 55 people without tables and the south side can seat up to 45.
- No reservations are accepted for groups less than 10.

To make a reservation:

- Go to www.caryarealibrary.info . Under the Programs tab choose Book Our Meeting Room. After accepting the library meeting room policy the current month's calendar will be displayed. You can use the tabs on top to view by month, week or day. Reservations can be made only in the Day tab.
- The Day tab displays openings for the current day along with a choice of meeting rooms on the left. Hovering over the meeting room options will show capacity and available equipment. Also, choosing different meeting rooms on the left side will show different available times. **Choose the appropriate size meeting room before selecting the desired time. Please do not select the whole room for a small group; choose one of the sides (North or South). Requests for the whole room for small groups will be rejected and you will have to resubmit the request.**
- Available times on the selected day will say "Open". Check the appropriate boxes for the meeting time desired and then select "Continue" at the bottom of the screen.
- Next, fill in the reservation form (Cary library card number, name, address, telephone and email along with room setup information). Select "Review Request" to review the information entered and then select "Submit Request". (To enter another request select "Another Request" or choose "Home" to return to the library homepage.)
- A submission email will be sent to the room requester. This email will include a confirmation code that can be used to cancel the reservation. A second email confirming or denying the request will be sent within 3 business days.