EPL’S ROOM BOOKING TOOL: INFORMATION SHEET

OVERVIEW

In April 2015, EPL launched our fantastic new tool for room bookings which can be located at [http://edmontonpl.evanced.info/spaces/Patron/](http://edmontonpl.evanced.info/spaces/Patron/). Below are the details for booking a room on this new platform.

IMPROVEMENTS IN BOOKING ROOMS FOR THE PUBLIC:

1. **Customizable:** Multiple locations/rooms can be viewed at one time and customers can control what matters most – date, location/room or both
2. **Date Ranges:** Locations/rooms can be booked within a date range
3. **Ease of Use:** Customers will create an account and to simplify a library card and PIN can be used. (A library card is necessary for booking a room, similar to booking a computer.)

ROOM BOOKING AVAILABILITY

Meeting Rooms are available in the Stanley A. Milner Library:

- 9:00a.m. – 9:00p.m. (Monday - Friday)
- 10:00 AM - 6:00 PM (Saturday)
- 1:00 PM - 5:00 PM (Sunday)
- If requesting outside of those hours, please contact MilnerRoomBookings@epl.ca.

For all other service points, room bookings may be completed between:

- 10:30 AM until 8:30 PM (Monday-Thursday)
- 10:30 AM - 5:30 PM (Friday, Saturday)
- 1:30 PM - 4:30 PM (Sunday)

BOOKING A MEETING ROOM:

**STEP 1:**

- EPL Room Policies exist beside the Search for a Space option. Note that this set of policies includes pricing information, as well as terms and conditions for room use. The policies should be reviewed prior to booking, since it outlines that room set-up and take-down is the responsibility of the requestor.
- Select the calendar widget beside the date or enter the desired date MM/DD/YYYY.

Spread the words.
• Enter the time you wish to book the room (default is to search for the next hour). Set up and take down times are automatically set for 30 minutes on either side of the booking. This is added to your time of booking, so you may need a room until 8:30pm and will have the use of the room until 9:00pm, with the understanding that the final 30 minutes will be the wrapping up and restoring the room to the condition it was when the group arrived. (This 30 minutes prevents any overlap between groups that are coming and going.)
• Click Search for a Space.

STEP 2:
• Once the date and time are selected, a list of all locations will appear on the left side of the webpage. You can search all locations, or select one you would like by unchecking the Select All box and checking a specific one.
**COLOUR CODING**

- **Green**: The space can be booked
- **Dark Gray**: The space is closed
- **Light Gray**: The space is booked
- **Dark Pink**: There is a conflict between the desired time and the space availability
- **Light Pink**: The space is available for this time slot, but there is a conflict with the rest of the reservation
- **White**: This time has not been selected
STEP 3:

- Select the room you want by clicking the corresponding green *Pick Me!* button on the right hand side of the webpage.
- You will then need to log in to your account using your library card and PIN number.
- Then, fill in the necessary details about your event.
**STEP 4:**

- To see a larger picture of the room you have selected, along with a description as well as the equipment available in it, click on the picture.
STEP 5:

- Close the image and select Continue, which will bring up pricing information. If the Continue button is a grey green rather than a vivid green, it means the room is not available – either due to the time selected (when the library is closed) or another booking happening at the same time.
- Note that if No Organization is selected, the rate will not be reduced. (Rate will be determined once the request has been submitted. Staff will review for the reduced or full rate to ensure the correct price is charged.)
- Click Submit.
STEP 6:

- Once you have submitted your request, you will receive an email confirming it has been received:
  - Pricing information will be included in the confirmation email. Please note that the not-for-profit rate is available for organizations with incorporation papers and charitable status numbers. (EPL recognizes provincial and federal charities.)
  - For individuals requesting a reduced rate, please contact the branch directly by phone.

Sample email:

*We would like you to know that we have received your reservation request. You will be notified when your request has been approved. If you would like to change or check the status of your request, please click here.*

You have requested:

**Program Room** in Abbottsfield - Penny Mckee

4/10/2015 - 11:00 AM to 12:00 PM

Thanks,

**Abbottsfield - Penny Mckee**

- Clicking on the link contained in the email will display the status of all your approved room requests. All pending room requests will require up to three (3) business days for staff to approve. Requests made less than 14 days in advance may or may not be approved, depending on what locations are able to support.
• It is possible to edit a request with a different date, time or location/room, and you can copy or cancel a request. If you have made payment, please visit the location where the booking has been made so reimbursement can happen immediately. (As outlined in the terms and conditions, cancellations must be made 48 hours in advance of a booking in order to receive a refund.)

• Reservations are considered confirmed once payment is received. (GST is added to the overall cost.) Payment can be made at the branch where the room has been booked. Please visit the staff at Customer Service, or you can opt to mail a cheque to the branch where the room has been booked.