

How to Make a Room Booking Request at EPL

Last Updated: March 2022

Things to consider:

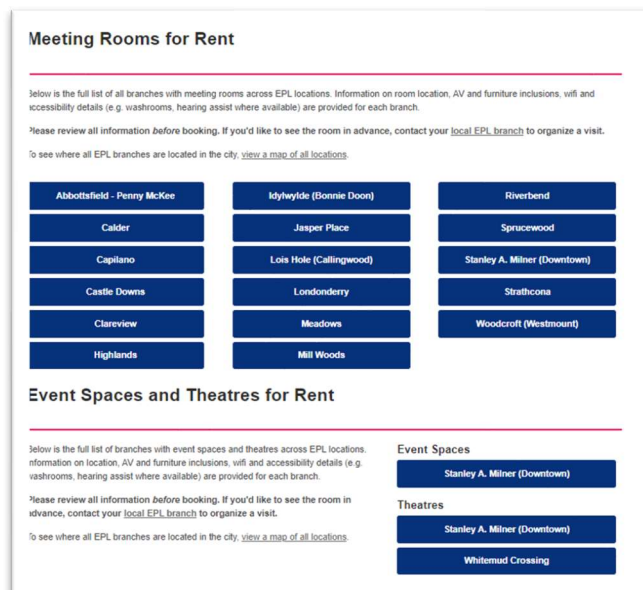
- Meeting Rooms can be booked **14-60 days** in advance and Event Spaces/Theatres can be booked **14-180 days** in advance
- You will need a valid EPL library card to submit a booking; if you don't have one already, you can [sign up online](#) or visit any of our [21 locations](#)
- Once your room booking has been confirmed, you have the ability to pay online

Step 1) Navigate to our room booking page: <https://www.epl.ca/room-rental/>

Here you can:

- Review the different meeting rooms and event spaces available
- Read EPL policies associated with booking and using a room at EPL
- See the different rental rates for meeting rooms and event spaces

Step 2) Select the branch where you would like to book a room. *Please note availability may vary as EPL slowly resumes in-person services.*



Meeting Rooms for Rent

Below is the full list of all branches with meeting rooms across EPL locations. Information on room location, AV and furniture inclusions, wifi and accessibility details (e.g. washrooms, hearing assist where available) are provided for each branch.

Please review all information before booking. If you'd like to see the room in advance, contact your [local EPL branch](#) to organize a visit.

To see where all EPL branches are located in the city, [view a map of all locations](#).

Abbottsfeld - Penny McKee	Idylwyld (Bonnie Doon)	Riverbend
Calder	Jasper Place	Sprucewood
Capilano	Lois Hole (Callingwood)	Stanley A. Milner (Downtown)
Castle Downs	Londonderry	Strathcona
Clareview	Meadows	Woodcroft (Westmount)
Highlands	Mill Woods	

Event Spaces and Theatres for Rent

Below is the full list of branches with event spaces and theatres across EPL locations. Information on location, AV and furniture inclusions, wifi and accessibility details (e.g. washrooms, hearing assist where available) are provided for each branch.

Please review all information before booking. If you'd like to see the room in advance, contact your [local EPL branch](#) to organize a visit.

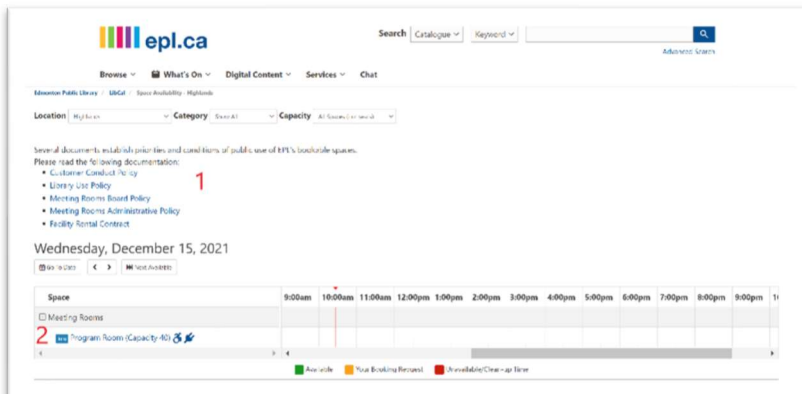
To see where all EPL branches are located in the city, [view a map of all locations](#).

Event Spaces
Stanley A. Milner (Downtown)
Theatres
Stanley A. Milner (Downtown)
Whitemut Crossing

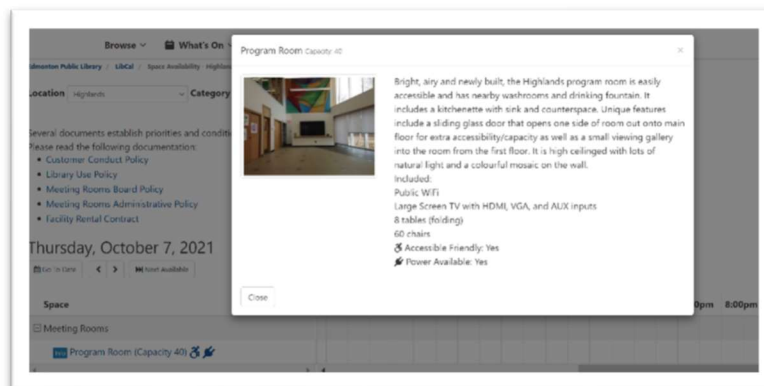
Spread the words.

Step 3) You will be redirected to the booking request page for the branch. Here you can:

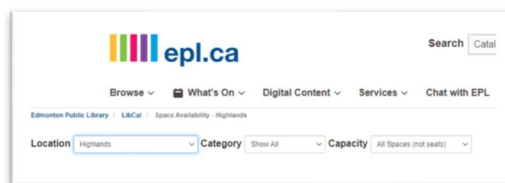
- 1 – Access the EPL documentation needed to book a room
- 2 – Click the *Info* button to learn more about the specific room



When you click the *Info* button, you will see an image and description of the room:

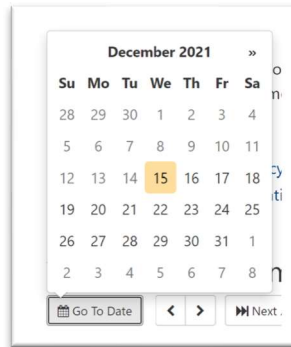


NOTE: You can jump to other EPL branches using the drop-down menu:

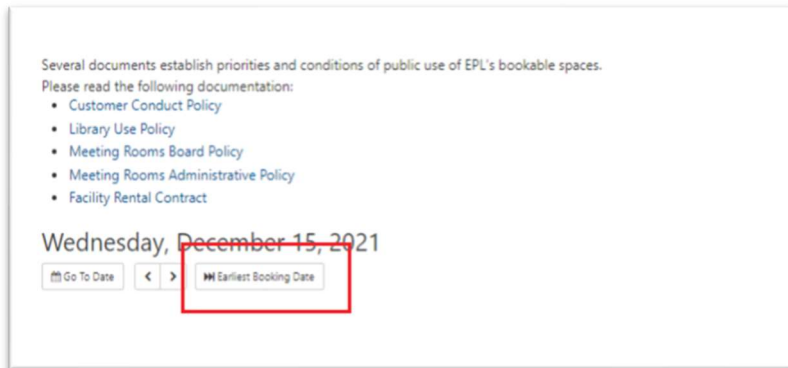


Step 4) Select your preferred date either by:

- using the *Go To Date* calendar to choose a specific date



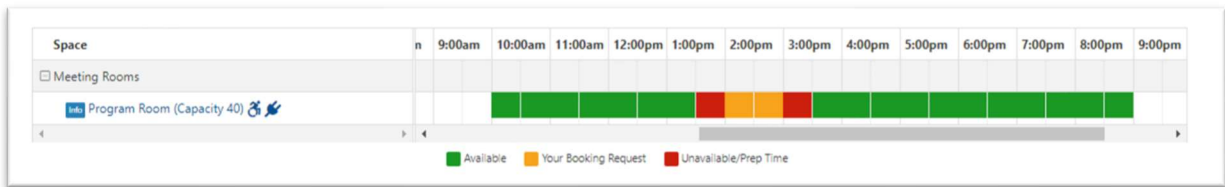
- using the *Earliest Booking Date* button to move the calendar grid to 14 days from today



If a room is **available**, the time slots will be in **green**.
 If a room is **unavailable**, the time slots will be in **red**.

Space	8:00am	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm	7:00pm	8:00pm
Meeting Rooms													
Info Civic Employees Fund Room 1 (Capacity 60) 📄 📄		Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green
Info Civic Employees Fund Room 2 (Capacity 60) 📄 📄		Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green
Info Civic Employees Fund Room 3 (Capacity 60) 📄 📄		Red	Red	Red	Green	Green	Green	Green	Green	Green	Green	Green	Green
Info Civic Employees Fund Rooms - 1,2,3 combined (Capacity 180)		Red	Red	Red	Green	Green	Green	Green	Green	Green	Green	Green	Green
Info Stollery Wonder Room (Capacity 32) 📄 📄		Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green
Info TD Explore Room (Capacity 60) 📄 📄		Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green

Step 5) Once you find a suitable date and time, click on a green box at your start time. This will create a **one-hour** default booking with obligatory prep time at the beginning and end of your booking:



You can expand the booking by selecting the end time from the drop-down menu below the calendar:

Once you have selected the end time of your booking request, the timeslot will adjust, and you can submit your request by clicking on the *Submit Times* button:

Step 6) Enter your EPL library card number and pin:

Step 7) Proceed to the booking form and provide all event details. *Please note required field are marked with an asterisk (*)*.

Fill out this form to submit your booking request for approval. You will receive a follow up email with EPL's decision that will confirm the total room booking fee.

Full Name

Email

Name of organization *

Title at organization (if applicable)

Is your group not-for-profit? *

Street Address *

City and Province *

Postal Code *

Telephone *

Website (if applicable)

Event description (provide a detailed response, including purpose, subject matter, and names of any guest speakers) *

Will the booking be open to and advertised to the public? *

Will food or non-alcoholic beverages be provided or available for purchase during the booking? *

Will alcohol be provided or available for purchase during the event? *

Will music be played or will there be a live performance? *

Do you plan to make use of available tables and chairs in the room? *

Do you plan to make use of the available technology in the room? *

I have read and agree to the terms outlined in the below documentation. *

Customer Conduct Policy

Library Use Policy

Meeting Rooms Board Policy

Meeting Rooms Administrative Policy

EPL Facility Rental Contract

Click on the *Submit my Booking* button.

EPL staff will review your request and follow up with an email.

If your booking is approved, the email will provide details including how to complete the Facility Rental Contract, the final booking fee and a link to pay for your booking online.