

## How to Make a Room Booking Request at EPL

Last Updated: March 2022

Things to consider:

- Meeting Rooms can bee 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 <u>21 locations</u>
- 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*.

cessibility details (e.g. washrooms, hearing as	rooms across EPL locations. Information on room le sist where available) are provided for each branch.	ocation, AV and furniture inclusions, wifi and
ease review all information before booking.	If you'd like to see the room in advance, contact	t your local EPL branch to organize a visit.
see where all EPL branches are located in the	e city, view a map of all locations.	
Abbottsfield - Penny McKee	Idylwylde (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 The	atres for Rent	
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Event Spaces and Their relow is the full list of branches with event space formation on location, AV and furniture inclusio ashrooms, hearing assist where available) are	atres for Rent	It Spaces Stanley A. Milner (Downtown)
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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

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Browse 🗸 🗎	What's On ~ Digital Conte	nt ~ Se	rvices ~	Chat											
Idmonton Public Library / LibCal / Space An	Robitty - Highlands														
ocation Higheres	v Category SameAl v	Capacity	Al fost <b>e</b> s ( 1	secial m											
Hese read the following documents - Custame Canaduch Party - Usary User Policy - Meeting Rooms Baard Policy - Meeting Rooms Administrative I - Facility Remail Contract Wednesday, Decemb Bioris Joss	1 billey er 15, 2021														
Space		9:00am	10:00am	11:00am	12:00pm 1	:00pm 3	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm	7:00pm	8:00pm	9:00pm	1
C Meeting Rooms															
🔰 📷 Program Room (Capacity -	(i) 🕉 🗯														
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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													
📷 Civic Employees Fund Room 1 (Capacity 60) 🕉 🖋													
📷 Civic Employees Fund Room 2 (Capacity 60) 🕉 🖋													
📷 Civic Employees Fund Room 3 (Capacity 60) 🕉 🖋													
Civic Employees Fund Rooms - 1,2,3 combined (Capacity 180													
📷 Stollery Wonder Room (Capacity 32) 🔏 🗲													
TD Explore Room (Capacity 60) 🔏 🖌													



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:

Space	n	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm	7:00pm	8:00pm	9:00pm
Meeting Rooms														
📷 Program Room (Capacity 40) 💏 💅														
														)

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

Space	0am	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm
∃ Meeting Rooms											
🔤 Program Room (Capacity 25) 🕉 🗲											
	> <b>4</b>						· · · · · · ·		1		
Program Room: 2:00pm	Thursday, April 14,	2022 until	3:00pm	Thu Apr 14th	2022		~ 8	\$100.00	)		
This is an initial estimate. The final cost of this bo	oking will be confirm	ned by staff.	2/30pm 3:00pm 3:30pm 4:00pm 4:30pm 5:00pm	Thu Apr 14th Thu Apr 14th Thu Apr 14th Thu Apr 14th Thu Apr 14th Thu Apr 14th	2022 2022 2022 2022 2022 2022 2022						

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:

Space	n	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm	7:00pm	8:00pm	9:00pm
Meeting Rooms														
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Program Room: 2:00pm Tuesd	ay, Janua	y <mark>4,</mark> 2022 un	516.0	Opm Tue Jan 4	th 2022		~ 6	\$100	.00					
This is an initial estimate. The final cost of this booking v	vil be co	nfirmed by st	aff. \$100	.00										
			Subm	nit Times										

**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? *	Select v	
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? *	Select v	
Will food or non-alcoholic beverages be provided or available for purchase during the booking? *	Select	
Will alcohol be provided or available for purchase during the event? *	Selectv	
Will music be played or will there be a live performance? *	Select v	
Do you plan to make use of available tables and chairs in the room? *	Select	
Do you plan to make use of the available technology in the room? *	Select v	
I have read and agree to the terms outlined in the below documentation. *	Customer Conduct Policy Cubrary Use Policy Meeting Rooms Board Policy Meeting Rooms Administrative Policy PEL Facility Rental Contract Submit my Booking Looms	
	Logod	

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.

