Pamunkey Regional

How to reserve a room

Here's how:

- Go to https://www.pamunkeylibrary.org/
- Click on 'Reserve a Room'
- Scroll to find the branch you are interested in and click the **RESERVE NOW** button.
- Additional information about the rooms can be found by clicking the blue button beside each room option.
- Click on

🛗 Go To Date

ate to choose a specific day.

- To create a booking click on green bar (A).
- Change ending time with drop down menu (B).

	n	10am	11am	12pm	1pm	2pm	3pm	4pm	5pm	6pm	7
▼ Atlee Collaboration Room											
Info Atlee Collaboration Room (Capacity 10)											
▼ Atlee Meeting Room						1					
Info Atlee Meeting Room (Capacity 49)									1A		
		Availab	le 📒	Your Bo	oking	Un	available	Padding)		
			1								
Atlee Meeting Room: 3:00pm Thursday, Ap	oril 5, 201	18 until		4:00pm Th	nursday, /	April 5, 20	18	ッ	Б	5	

- If equipment is needed click 'Add equipment' otherwise click 'Submit Times'.
- You will be prompted to enter your library card number and password.
- Click 'Continue' to agree to the terms and conditions.
- Fill out the form and click 'Submit my booking'.
- Study and Collaborative room bookings will be immediately confirmed via email. Meeting room booking requests will be confirmed via email after approval from library.
- You may cancel your booking by clicking on the link in the email that was sent to confirm your booking.

Questions? Please contact your local branch or email <u>ask@pamunkeylibrary.org</u>.