



Brecon Room Reservation Instructions

The meeting rooms must be reserved by a Saline District Library cardholder who is 18 years of age or older. The person submitting the reservation request **must** be present for the entirety of the approved function. Youth groups (those groups with attendees under the age of 18) must have adult supervision.

- If you need a library card please visit the front desk at the library, or go to www.salinelibrary.org and select GET A CARD at the top of the webpage. If you meet the criteria for a card select *YES, I MEET THE REQUIREMENTS ABOVE* and follow the prompts to sign up for a card online. You will be contacted within 24 hours and will be asked to verify your identity and address.

Need to renew your card?

- Resident library cards need to be renewed every 2 years (yearly for all others). To do so, please bring a valid form of residency verification to the library or email a copy to our Support Services Manager, Arlene Wall, at arlene@salinelibrary.org.

All attendees must read and abide by [Policy 511: Use of Library Meeting Rooms](#) and [Policy 502: Code of Behavior](#).

To reserve the Brecon Room:

1. Visit <https://salinelibrary.org/services/#meeting-study-rooms>.
2. Choose the Date, Start Time, End Time, and Group Size for your meeting.
 - Date: Dates are available three months from the booking date. Reservations farther than three months out are not available.
 - Start Time & End Time: Reservations must be made during the following hours:
 - Monday-Thursday: 9:30 am - 8:30 pm
 - Friday & Saturday: 10:30 am - 4:30 pm
 - Sunday: 1:30 pm - 4:30 pm
 - Group Size:
 - The maximum number of people allowed in the room is 60.

Room Reservations for Saline District Library

Organization Info

Saline District Library (734) 429-5450
 555 N. Maple Road https://salinelibrary.org
 Saline, MI 48176

Key

- Available
- Booked
- Unavailable
- Current

DATE *
11/14/2022

START TIME *
10:00 AM

END TIME *
11:45 AM

GROUP SIZE
15

ROOM

EQUIPMENT

SEARCH

C

3. Next, select the Room you would like to reserve, then click Apply. The Brecon Room can be reserved as one large room (Brecon Room) or split into two smaller rooms (Brecon Room A or Brecon Room B) depending on the size of your group. You can select all to see availability for your date, time and group size.
- Brecon Room (whole room): Fits groups up to 60 people
 - Brecon Room A & B: Both fit groups up to 20 people
 - The room will be divided if you select Brecon Room A or Brecon Room B, and the other half may be occupied by another group.

DATE *
11/14/2022

START TIME *
11:00 AM

END TIME *
12:45 PM

GROUP SIZE
15

ROOM

EQUIPMENT

SEARCH

C

- Brecon Room
- Brecon Room A
- Brecon Room B

[Select None](#) [Apply](#)

4. Select your equipment (if applicable).
- Wall Mounted TV: Available for Brecon Room and Brecon Room B reservations only. Brecon Room A does not have access to the wall mounted TV.
 - White Board: Available for all room reservations.

DATE *
11/14/2022

START TIME *
11:00 AM

END TIME *
12:45 PM

GROUP SIZE
15

ROOM

EQUIPMENT

SEARCH

C

- Mounted TV
- Whiteboard

[Select None](#) [Apply](#)

5. Once all fields and options are completed, click Search. Available Rooms and Unavailable Rooms will show based on your search criteria.


- Understanding the colors on the Available and Unavailable Rooms:

Key

 Available	 Booked
 Unavailable	 Current

- Available: Available times will be light blue in color
- Unavailable: The time slots will be dark gray in color
- Booked: The time slots will be light gray in color
- Current: Your requested time slot will be shown in green. If your request is for an available slot, there will be a green RESERVE SPACE button next to the available room.

Available Rooms




Brecon Room
Seats 20-60
FREE

[MORE DETAILS](#)

6:00 AM 7:00 AM 8:00 AM 9:00 AM 10:00 AM 11:00 AM 12:00 PM 1:00 PM 2:00 PM 3:00 PM 4:00 PM 5:00 PM

[RESERVE SPACE](#)




Brecon Room B
Seats up to 20
FREE

[MORE DETAILS](#)

6:00 AM 7:00 AM 8:00 AM 9:00 AM 10:00 AM 11:00 AM 12:00 PM 1:00 PM 2:00 PM 3:00 PM 4:00 PM 5:00 PM

[RESERVE SPACE](#)

Unavailable Rooms



Brecon Room A
Seats up to 20
FREE

[MORE DETAILS](#)

6:00 AM 7:00 AM 8:00 AM 9:00 AM 10:00 AM 11:00 AM 12:00 PM 1:00 PM 2:00 PM 3:00 PM 4:00 PM 5:00 PM

6. If your requested time slot is available, click RESERVE SPACE. If there isn't a room available for your date and time, you may search for a new date and time before continuing.

7. Click RESERVE SPACE, and follow the prompts to finish your reservation.

8. Event Date, Start Time and End Time will automatically fill from your search criteria. Click continue if all information is correct.

The screenshot shows the 'Add Room Reservation' form with the following details:

- Reservation Options** (teal header)
- Brecon Room** (room name)
- EVENT DATE ***: 11/14/2022
- START TIME ***: 11:00 AM
- END TIME ***: 12:45 PM
- Rate**: FREE per session
- Navigation tabs: Choose Layout, Equipment Add-on, Additional Info, Contact Info and Reserve Room
- Buttons: CANCEL (red), CONTINUE (green)

9. Next, choose your layout and how many guests are expected. There are two layout options for the entire Brecon Room (Brecon A or B are only available in Boardroom layout):
- Theater: This option includes chairs in rows (good for presentations)
 - U-Shape: This option includes tables and chairs (good for meetings)

The screenshot shows the 'Add Room Reservation' form with the following details:

- Choose Layout** (teal header)
- Layout *** (required field)
- Theater**: Capacity: 60 (selected with a radio button)
- U-Shape**: Capacity: 30 (unselected with a radio button)
- HOW MANY GUESTS ARE EXPECTED? ***: 15
- Navigation tabs: Equipment Add-on, Additional Info, Contact Info and Reserve Room
- Buttons: CANCEL (red), BACK (teal), CONTINUE (green)

10. Next, choose Equipment:

- Included Equipment: Brecon Room or Brecon Room B automatically includes the Mounted TV and Whiteboard. Brecon Room A only includes a Whiteboard.
- Optional Equipment: You can request a moveable Lectern at this point as well.

The screenshot shows the 'Add Room Reservation' form with the 'Equipment Add-on' section highlighted in teal. The 'Equipment' section contains the following text: 'You can reserve optional equipment.' Below this, there are two sections: 'INCLUDED' with the text 'Mounted TV, Whiteboard' and 'OPTIONAL' with a checkbox and the text 'Lectern (FREE)'. The form has a navigation bar at the bottom with 'CANCEL', 'BACK', and 'CONTINUE' buttons. A time slot is selected at 12:00 PM.

11. On the next page you will be prompted to enter your library card number. Only valid, up-to-date library cards will be accepted.

The screenshot shows the 'Add Room Reservation' form with the 'Additional Info' section highlighted in teal. The 'SDL LIBRARY CARD NUMBER' field is visible. The form has a navigation bar at the bottom with 'CANCEL', 'BACK', and 'CONTINUE' buttons. The time slot is 11:00 AM to 12:45 PM and the group size is 15. The bottom of the screen shows a time slot grid from 6:00 AM to 5:00 PM.

12. Next, you will enter your contact information. First Name, Last Name, Phone Number, Email Address, and Description of Event are all required fields. You may also enter instructions or requests in the Notes field (optional).

13. You must check the box and agree to the Terms of Use.

Contact Info and Reserve Room

Brecon Room

RESERVATION DETAILS
Reservation Date: Monday, November 14, 2022
Event Time: 11:00am - 12:45pm
Event: 60 guest capacity, expected group size of 15
Rate: FREE per session = FREE
Additional Equipment: Lectern - FREE

Contact Information

FIRST NAME * LAST NAME *

PHONE NUMBER * EMAIL ADDRESS *

DESCRIPTION OF EVENT *

NOTES (OPTIONAL)

Yes, the room reservation [terms of use](#) have been accepted.

Room Rate: FREE/per session	FREE
Lectern	FREE

Total Price **FREE**
PRICE INCLUDES ALL APPLICABLE TAXES AND FEES

CANCEL **BACK** **RESERVE**

14. Click RESERVE. You will get an email confirmation that your request has been submitted.



Please save this email for your records.
This email is a copy of your room reservation request.

Hi you have submitted a request for a room at [Saline District Library](#). You will receive an email when your request is updated.

Reservation Summary

Reservation #: ZqenXjVi1H

Monday, November 14, 2022 @ 11:00 am - 12:45 pm

Brecon Room - Event (FREE)

Included: Mounted TV, Whiteboard

Additional Add-ons: Lectern (FREE)

Total Cost: FREE

Amount Paid: \$0.00

Amount Due: \$0.00

Your reservation is subject to the room reservation [terms of use](#).
This document has been attached for your review.

Need Additional Help?

Do not reply to this automated message.

Please contact [Saline District Library](#) for any changes, cancellations, or additional questions.

Saline District Library

555 N. Maple Road



Saline, MI 48176

Phone: [\(734\) 429-5450](tel:(734)429-5450)

Website: <https://salinelibrary.org>

15. Requesting a reservation **DOES NOT** automatically mean your reservation was approved. You will receive an email confirmation when your request has been reviewed and approved or denied.

16. If your reservation is approved, you can go to the front desk on the day and time of your reservation. You may be asked to provide identification in the form of your library card and a photo ID. Someone will then open the Brecon Room for you. After your reservation is over, please clean up the room and let the front desk staff know that you are done in the room.



Please save this email for your records.
This email is your room reservation confirmation.

Hi _____ you have successfully reserved a room from [Saline District Library](#).

Reservation Summary

Reservation #: ZqenXjVi1H
Monday, November 14, 2022 @ 11:00 am - 12:45 pm
Brecon Room - Event (FREE)
Included: Mounted TV, Whiteboard
Additional Add-ons: Lectern (FREE)

Total Cost: FREE
Amount Paid: \$0.00
Amount Due: \$0.00

Your reservation is subject to the room reservation [terms of use](#).
This document has been attached for your review.



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Website: <https://salinelibrary.org>

17. If your request is denied, you will receive an email detailing the reason for the denial.



Please save this email for your records.
This email is your room reservation cancellation confirmation.

Hi _____ your request for a room at [Saline District Library](#) has been denied. Please use their contact information below for any questions or to submit a new request. The following reason was provided:

Your library card number is invalid. Please resubmit your request with a valid card number. If you need a card, visit the library or visit salinelibrary.org/getacard.

Reservation Cancellation

Reservation #: N2m4T1NdHA
Monday, November 14, 2022 @ 4:00 pm - 5:30 pm
Brecon Room - Large Discussion (FREE)
Included: Mounted TV, Whiteboard

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If you need to cancel or change your reservation, please call or email:
Jessica Lash, Assistant Director
734-429-5450
jess@salinelibrary.org