

# CITY LIBRARY SPACES – HOW TO BOOK ONLINE

1. Before requesting a room booking, please read the Terms and Conditions of Hire on the library spaces web page. Please note that we require a minimum of seven days' notice for all future booking request.
2. Choose the date and the room you would like to book on left-hand side of the screen. The example below shows a booking for February 13<sup>th</sup>, 2022, in the Hutt St Library – Conference Room. To find out the capacities and a brief room description hover over the room title.


The screenshot shows the 'Hutt St Library Room Booking' interface. On the left, the 'DATE SELECTION' calendar for February 2022 is visible, with the 13th highlighted. Below it, the 'ROOM SELECTION' list includes 'Hutt St Library', 'Conference Room', 'NACC', 'Box Factory', 'ASWCC@MMWB', and 'Walya Yarta (Park 21)'. The 'Conference Room' is selected. The main table displays available time slots for the selected date. The 'Status' column shows 'OPEN' for most slots, with some 'RESERVED' slots highlighted in yellow. The 'Continue' button is visible at the bottom right.

Select	Time	Status
<input type="checkbox"/>	9:30 AM-10:00 AM	OPEN
<input type="checkbox"/>	10:00 AM-10:30 AM	OPEN
<input type="checkbox"/>	10:30 AM-11:00 AM	OPEN
<input type="checkbox"/>	11:00 AM-11:30 AM	OPEN
<input type="checkbox"/>	11:30 AM-12:00 PM	OPEN
<input type="checkbox"/>	12:00 PM-12:30 PM	OPEN
<input type="checkbox"/>	12:30 PM-1:00 PM	RESERVED
<input type="checkbox"/>	1:00 PM-1:30 PM	RESERVED
<input type="checkbox"/>	1:30 PM-2:00 PM	RESERVED
<input type="checkbox"/>	2:00 PM-2:30 PM	RESERVED
<input type="checkbox"/>	2:30 PM-3:00 PM	RESERVED
<input type="checkbox"/>	3:00 PM-3:30 PM	OPEN
<input type="checkbox"/>	3:30 PM-4:00 PM	OPEN
<input type="checkbox"/>	4:00 PM-4:30 PM	OPEN
<input type="checkbox"/>	4:30 PM-5:00 PM	OPEN
<input type="checkbox"/>	5:00 PM-5:30 PM	OPEN
<input type="checkbox"/>	5:30 PM-6:00 PM	OPEN
<input type="checkbox"/>	6:00 PM-6:30 PM	OPEN
<input type="checkbox"/>	6:30 PM-7:00 PM	OPEN

3. Select the time slots you wish to book. Please ensure enough time for setup and pack down is allowed, as you will only be able to access the room for this selected period. The click Continue.

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Select	Time	Status
<input checked="" type="checkbox"/>	9:30 AM-10:00 AM	OPEN
<input checked="" type="checkbox"/>	10:00 AM-10:30 AM	OPEN
<input checked="" type="checkbox"/>	10:30 AM-11:00 AM	OPEN
<input checked="" type="checkbox"/>	11:00 AM-11:30 AM	OPEN
<input checked="" type="checkbox"/>	11:30 AM-12:00 PM	OPEN
<input checked="" type="checkbox"/>	12:00 PM-12:30 PM	OPEN
<input type="checkbox"/>	12:30 PM-1:00 PM	RESERVED
<input type="checkbox"/>	1:00 PM-1:30 PM	RESERVED
<input type="checkbox"/>	1:30 PM-2:00 PM	RESERVED
<input type="checkbox"/>	2:00 PM-2:30 PM	RESERVED
<input type="checkbox"/>	2:30 PM-3:00 PM	RESERVED
<input type="checkbox"/>	3:00 PM-3:30 PM	OPEN
<input type="checkbox"/>	3:30 PM-4:00 PM	OPEN
<input type="checkbox"/>	4:00 PM-4:30 PM	OPEN
<input type="checkbox"/>	4:30 PM-5:00 PM	OPEN
<input type="checkbox"/>	5:00 PM-5:30 PM	OPEN
<input type="checkbox"/>	5:30 PM-6:00 PM	OPEN
<input type="checkbox"/>	6:00 PM-6:30 PM	OPEN
<input type="checkbox"/>	6:30 PM-7:00 PM	OPEN

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<b>Branch:</b>	Hutt St Library
<b>Room Name:</b>	Conference Room
<b>Date(s):</b>	13/02/2022

Room	Community Groups	Business/Commercial	Private Use
<div style="background-color: #ccc; padding: 5px; text-align: center;">  </div>	Free of charge	\$110 per hour	\$55 per hour

**Key Information:**


[Room Hire Terms and Conditions](#)

Meeting Times:	Reservation Start Time	Meeting Start Time	Meeting End Time	Reservation End Time
	9:30 AM	<div style="background-color: #ccc; padding: 2px;">9:30 AM</div>	<div style="background-color: #ccc; padding: 2px;">12:00 PM</div>	12:00 PM

\*Select a Hire Category: [Click to view - Which Classification am I?](#)    ☐ Community Groups    ☐ Private Use    ☐ Business/Commercial

\*Number of Attendees:

Organisational Group:

\*What is the purpose of your booking - please provide full details:

\*Contact Person:

\*Contact Name:  Extension:

\*Address 1:

\*Suburb:

\*Postcode:

Please note: any fields in green can be clicked on, providing further information

- If you do not have cover, this will need to be discussed as per our Terms and Conditions of hire.

Once the booking request form is completed, please click **Verify Request**.

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- Check all information has been fully provided and the details are correct before clicking on 'Submit Request' to send notification of your booking request to the relevant City Libraries centre.

**Please note:** the status of the request is 'Approval Pending' – an email will be sent, within seven working days, confirming the acceptance or decline (with reason) of your booking. An acceptance will outline payment required with details of where to pay along with confirmation code to quote.



## Room Request Summary

### You have requested the following:

Please verify that the information is correct. If so, click the submit button at the bottom of the form

Room Name:	Conference Room			
Date(s):	Sunday, 13 February 2022			
Meeting Times:	Reservation Start Time	Meeting Start Time	Meeting End Time	Reservation End Time
	9:30 AM	9:30 AM	12:00 PM	12:00 PM
Number of Attendees:	5			

### Contact Information

Name of Organisation/Group:	Example
What is the purpose your booking - please provide full details:	Meeting to elect new committee for the Example Club
Contact Person:	Example
Contact Number:	00 7777 7777
Address1:	7 Example St
Suburb:	Adelaide
Postcode:	5000
Do you have an ABN? (if YES please provide your number):	No
Email: Your email address must be verified before receiving any subsequent emails from the system. <a href="#">Click to verify</a>	example@example.com.au
Any special requirements? (i.e. accessibility, designated wheelchair accessible toilets):	Wheelchair access
Will you be charging a fee?:	NO
Do you have current Public Liability Insurance? (if you do not have Public Liability Insurance, you will need to purchase one for \$10):	NO
If you have a current Public Liability Insurance. Please enter the expire date and email us a copy: :	
Please select the event type:	Meeting
Will the event be alcohol free:	YES
Have you read and understood the Room Hire Terms and Conditions?:	YES
Room Cost:	\$162.50 Fee

Please verify that the information is correct. Use the [Cancel](#) button to go back and make changes or click the [Submit Request](#) button to complete the reservation process.

It is understood that by progressing to the next screen you have reviewed and understood the Room Booking Terms and Conditions

[Submit Request](#) [Cancel](#)