Request a Meeting Room: Select Library Location

1. Go to www.liveoakpl.org

2. Click on a Meeting Room link.

3. Read the Meeting Room Policy. Applicants must comply with the Meeting Room Policy.

4. Select the library location with the Meeting Room you want to request.

5. Go to www.liveoakpl.org/meetings
**Request a Meeting Room: Select Date and Time**

4. The current date is shown. Click “Go to Date” and select desired date in pop-up calendar. Available dates are no sooner than 7 days and no later than 30 days from current date.

5. If timeslot is green, it is available. If timeslot is red, it is unavailable. Select your Start Time. Your requested time shows up as 1 hour blocked out (in yellow) with 30 min. padding, when possible, for set-up and tear-down (in red).

6. Use dropdown to change the End Time if you want to request more than 1 hour. Click the trash can icon to reset, if you need to start over.

7. When you have set your date and time, click “Continue to Request Form”.

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Request a Meeting Room: Submit the Request Form

8
Verify your requested Location, Date, Start time, and End time.
Click “Edit” to change. (Go back to step 6.)

9
Fill in the Request Form.

10
Click “Submit Request”.

You will receive an email that your request has been submitted and is pending library approval.
Library staff will review your request and send you an email when the request is approved or denied.
Your reservation is not complete until you receive a final confirmation email.
If you have questions, call 912.652.3603.