



How to Request a Room

Make sure you're familiar with our policy: https://www.washcolibrary.org/?q=meeting_rooms

Start your request at the room calendar: <https://washcolibrary.evanced.info/roomrequest.asp>

Click the branch you want, then check the box for the room you want, then click "Refresh". That room schedule shows on the calendar.

Click on the number for the date you want.

Room Request
Date, Time, and Room Selection

Text Size
T T T

Day Week Month Search

SELECTION
Expand All | Collapse All

Refresh

Check All/Uncheck All

[+] Hagerstown

[+] Boonsboro

[+] Clear Spring

[-] **Smithsburg**

Community Room (Smithsburg)

Quiet Room (Smithsburg)

[+] Williamsport

Refresh

DATE SELECTION

Community Room (Smithsburg)

< Prev January 2018 Next >

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week 1		1 12:00 AM - 11:00 PM New Year's Day - CLOSED	2 6:45 PM - 9:15 PM Free Movie Night - Spider-Man: Homecoming (SMI) Community Room (Smithsburg)	3	4 11:00 AM - 12:00 PM Toddler Time (SMI) Community Room (Smithsburg)	5 10:45 AM - 12:15 PM Pre-School Story Time (SMI) Community Room (Smithsburg) 4:00 PM - 6:00 PM D'Insane Leopards Community Room (Smithsburg)	6
Week 2	7	8 10:45 AM - 12:00 PM WCPS Community Room (Smithsburg) 5:15 PM - 6:45 PM Legos at the Library (SMI) Community Room (Smithsburg)	9 6:15 PM - 8:15 PM Snow Cool Science (SMI) Community Room (Smithsburg)	10 5:00 PM - 7:00 PM Destination Imagination Community Room (Smithsburg)	11 11:00 AM - 12:00 PM Toddler Time (SMI) Community Room (Smithsburg) 6:00 PM - 7:00 PM Girl Scouts Community Room (Smithsburg)	12 10:45 AM - 12:15 PM Pre-School Story Time (SMI) Community Room (Smithsburg) 4:00 PM - 6:00 PM D'Insane Leopards Community Room (Smithsburg)	13
Week 3	14	15 12:00 AM - 11:00 PM Martin Luther King Day - CLOSED	16 5:00 PM - 7:00 PM Smithsburg Junior Leopards (football league) Board Meeting Community Room (Smithsburg) 7:00 PM - 9:00 PM Smithsburg Historical Society Community Room (Smithsburg)	17 10:30 AM - 2:30 PM Trinity Community Room (Smithsburg) 5:00 PM - 7:00 PM Destination Imagination Community Room (Smithsburg)	18 11:00 AM - 12:00 PM Toddler Time (SMI) Community Room (Smithsburg) 5:45 PM - 7:15 PM Teen Delete the Cookie Program (SMI) Community Room (Smithsburg)	19 10:45 AM - 12:15 PM Pre-School Story Time (SMI) Community Room (Smithsburg) 4:00 PM - 6:00 PM D'Insane Leopards Community Room (Smithsburg)	20
Week 4	21	22 10:30 AM - 12:00 PM WCPS Community Room (Smithsburg)	23 4:45 PM - 6:15 PM Adult Book Club (SMI) Community Room (Smithsburg) 6:45 PM - 8:45 PM Ukrainian Pattern Darning Bookmark (SMI) Community Room (Smithsburg)	24 11:30 AM - 2:30 PM Cavetown Homemakers Community Room (Smithsburg)	25 11:00 AM - 12:00 PM Toddler Time (SMI) Community Room (Smithsburg)	26 10:45 AM - 12:15 PM Pre-School Story Time (SMI) Community Room (Smithsburg)	27 11:30 AM - 1:30 PM Destination Imagination Community Room (Smithsburg)
Week 5	28	29 10:30 AM - 2:30 PM	30 5:45 PM - 8:15 PM	31 5:00 PM - 7:00 PM			

Click to check the boxes for the times you want. Be sure to include setup and take-down time, if needed.

Click "Continue".

Room Request Date, Time, and Room Selection

Text Size
T T T

Day
Week
Month
Search

DATE SELECTION

◀
January 2018
▶

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SELECTION

Expand All | Collapse All

- [+] Hagerstown
- [+] Boonsboro
- [+] Clear Spring
- [-] Smithsburg
- Community Room (Smithsburg)
- Quiet Room (Smithsburg)
- [+] Williamsport

TIME SELECTION

[Please include set up and take down times.]

Community Room (Smithsburg) on 1/26/2018

Select	Time	Status
<input type="checkbox"/>	10:30 AM-10:45 AM	OPEN
<input checked="" type="checkbox"/>	10:45 AM-11:00 AM	Pre-School Story Time (SMI)
<input checked="" type="checkbox"/>	11:00 AM-11:15 AM	Pre-School Story Time (SMI)
<input checked="" type="checkbox"/>	11:15 AM-11:30 AM	Pre-School Story Time (SMI)
<input checked="" type="checkbox"/>	11:30 AM-11:45 AM	Pre-School Story Time (SMI)
<input checked="" type="checkbox"/>	11:45 AM-12:00 PM	Pre-School Story Time (SMI)
<input checked="" type="checkbox"/>	12:00 PM-12:15 PM	Pre-School Story Time (SMI)
<input type="checkbox"/>	12:15 PM-12:30 PM	OPEN
<input type="checkbox"/>	12:30 PM-12:45 PM	OPEN
<input type="checkbox"/>	12:45 PM-1:00 PM	OPEN
<input checked="" type="checkbox"/>	1:00 PM-1:15 PM	
<input checked="" type="checkbox"/>	1:15 PM-1:30 PM	
<input checked="" type="checkbox"/>	1:30 PM-1:45 PM	
<input checked="" type="checkbox"/>	1:45 PM-2:00 PM	
<input checked="" type="checkbox"/>	2:00 PM-2:15 PM	
<input checked="" type="checkbox"/>	2:15 PM-2:30 PM	
<input checked="" type="checkbox"/>	2:30 PM-2:45 PM	
<input checked="" type="checkbox"/>	2:45 PM-3:00 PM	OPEN
<input type="checkbox"/>	3:00 PM-3:15 PM	OPEN

Please note, the selection of a time slot is ONLY available for Clear Spring and Smithsburg branches. For all other locations, reservations must be made in person, over the phone, or by email. Please use the Meeting Room PDF form for any Hagerstown room requests.

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Contact Information

Room Request Contact Information

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Branch:	Smithsburg		
Room Name:	Community Room (Smithsburg)		
Date(s):	1/26/2018		
NOTE:	<i>An adult cardholder (18 years or older) may reserve the meeting room. The card holder making the reservation will be held liable for any damage done to the room. (See the Meeting Room Policy)</i>		
Meeting Times:	Reservation Start Time	Meeting Start Time	Meeting End Time
	1:00 PM	1:00 PM ▾	3:00 PM ▾
*Number of Attendees:	<input type="text"/>		
*Organization:	<input type="text"/>		
*Purpose:	<input type="text"/>		
*Contact Person's Name:	<input type="text"/>		
*Primary Phone:	<input type="text"/>	<input type="text"/>	Extension: <input type="text"/>
Alternate Phone:	<input type="text"/>	<input type="text"/>	Extension: <input type="text"/>
Address1:	<input type="text"/>		
Address2:	<input type="text"/>		
City:	<input type="text"/>		
State/Province:	MD		
Zip:	<input type="text"/>		
Email:	<input type="text"/>		
Notes:	<input type="text"/>		
*Select a cost classification	<input type="radio"/> Non-Profit <input type="radio"/> For Profit <input type="radio"/> WCFL Staff		

* = Required Field

Effective November 1, 2013 the Community Room will also be available to for-profit groups for a fee. Please review the Meeting Room Guidelines for more information.
[Branch Meeting Room Guidelines](#)

[Verify Request](#) [Back](#)

Fill out the form.

Items with a star are required fields.

When you're done, click on the "Verify Request" button.

On the final page, make sure that the information is correct, and click "Submit Request".

We will contact you when your request is approved.