

# How to Request a Room

Make sure you're familiar with our policy: [http://www.washcolibrary.org/?q=meeting\\_rooms](http://www.washcolibrary.org/?q=meeting_rooms)

Start your request at the room calendar: <http://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**

Community Room (Boonsboro)

Quiet Room (Boonsboro)

**[+] Clear Spring**

**[+] Smithsburg**

**[+] Williamsport**

**Refresh**

**DATE SELECTION**

**Community Room (Boonsboro)**

< Prev December 2011 Next >

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week 49					1	2	3 10:15 AM - 1:45 PM Holiday in Boonsboro (BNS) Community Room (Boonsboro)
Week 50	4	5	6 8:45 AM - 10:15 AM RESERVED Community Room (Boonsboro)	7	8 6:00 PM - 8:00 PM Book Share (BNS) Community Room (Boonsboro)	9 4:45 PM - 6:45 PM Teen Anime Club (BNS) Community Room (Boonsboro)	10 11:00 AM - 2:00 PM Rug Hooking (BNS) Community Room (Boonsboro)
Week 51	11	12 5:45 PM - 7:00 PM American Girl Book Club (BNS) Community Room (Boonsboro)	13 12:45 PM - 2:15 PM Homeschool STEM- All About ICE (BNS) Community Room (Boonsboro) 5:45 PM - 8:15 PM Movie Night- Alice Through The Looking Glass (BNS) Community Room (Boonsboro)	14	15 10:30 AM - 12:30 PM Abilities Network Community Room (Boonsboro)	16 4:45 PM - 6:15 PM Teen Craft Night- Stained Glass Votives (BNS) Community Room (Boonsboro)	17 11:30 AM - 2:00 PM Division 7A Key Club Community Room (Boonsboro)
Week 52	18	19	20 2:15 PM - 4:15 PM ABC-Afternoon Book Club (BNS) Community Room (Boonsboro)	21	22	23 4:45 PM - 6:15 PM Teen Anime Club (BNS) Community Room (Boonsboro)	24 12:00 AM - 11:00 PM Christmas Holiday - CLOSED

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**

December 2016

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

**TIME SELECTION**

[Please include set up and take down times.]

Community Room (Boonsboro) on 12/14/2016

Select	Time	Status
<input checked="" type="checkbox"/>	10:30 AM-10:45 AM	OPEN
<input checked="" type="checkbox"/>	10:45 AM-11:00 AM	OPEN
<input checked="" type="checkbox"/>	11:00 AM-11:15 AM	OPEN
<input checked="" type="checkbox"/>	11:15 AM-11:30 AM	OPEN
<input type="checkbox"/>	11:30 AM-11:45 AM	OPEN
<input type="checkbox"/>	11:45 AM-12:00 PM	OPEN
<input type="checkbox"/>	12:00 PM-12:15 PM	OPEN
<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 type="checkbox"/>	1:00 PM-1:15 PM	OPEN
<input type="checkbox"/>	1:15 PM-1:30 PM	OPEN
<input type="checkbox"/>	1:30 PM-1:45 PM	OPEN
<input type="checkbox"/>	1:45 PM-2:00 PM	OPEN
<input type="checkbox"/>	2:00 PM-2:15 PM	OPEN
<input type="checkbox"/>	2:15 PM-2:30 PM	OPEN
<input type="checkbox"/>	2:30 PM-2:45 PM	OPEN

Continue
Home



## Contact Information

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Branch:	Boonsboro		
Room Name:	Community Room (Boonsboro)		
Date(s):	12/14/2016		
NOTE:	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)		
Meeting Times:	Reservation Start Time 10:30 AM	Meeting Start Time 10:30 AM ▼	Meeting End Time 11:30 AM ▼
*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"/> - <input type="text"/>	Extension:	<input type="text"/>
Alternate Phone:	( <input type="text"/> ) <input type="text"/> - <input type="text"/>	Extension:	<input type="text"/>
Address1:	<input type="text"/>		
Address2:	<input type="text"/>		

Fill out the form.

Items with a star are required fields.

If the room has optional items, you can request them by checking the boxes.

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.

\*Select a cost classification:  Non-Profit  For Profit  WCFL Staff

OPTIONAL ITEMS:  
The following are items that are available upon request for the selected room. This does not guarantee that the requested item(s) will be available. We will make every attempt to reserve the requested item(s).

Select	Item	Qty	Select	Item	Qty
<input type="checkbox"/>	Projector/Screen	1			

\* = Required Field

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