



Requesting a Meeting Room Online

Community members wishing to reserve public meeting room space at the Glenview Public Library may submit online requests by following the steps below.

Step 1

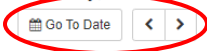
Visit the [Meeting Room Reservation Page](#).

Please review Library's Facilities Use Policy and Regulations prior to requesting a meeting space as they outline the Library's stipulations, the user's responsibilities, and the Fee Schedule with applicable costs for the use of public meeting rooms. Information about each room can be seen by clicking the blue INFO button next to the room name.

STEP 2

Choose the date for your meeting by using the Go To Date calendar tool or by clicking the forward or backward arrows to scroll through dates. Rooms can be requested up to 60 days in advance. The minimum lead time for room requests is 7 days. If no times are available for your chosen date, a Next Available button will appear that will jump the calendar to the earliest date and time that can be requested. Available start times are shown in green. Using the mouse to hover over a time will also show availability information.

Monday, October 10, 2022



Space	8:00am	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm	7:00pm	8:00pm
Info Community Room (Capacity 184)			Unavailable	Unavailable	Available	Available	Available	Available	Available	Available	Available	Available	Available
Info Community Room East (Capacity 92)			Unavailable	Unavailable	Available	Available	Available	Available	Available	Available	Available	Available	Available
Info Community Room West (Capacity 92)			Unavailable	Unavailable	Available	Available	Available	Available	Available	Available	Available	Available	Available
Info Multi-Purpose Room (Capacity 47)			Available	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available
Info Technology Lab (Capacity 25)			Available	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available

Available Your Booking Unavailable/Padding

Powered by Springshare. All rights reserved.

[Report a tech support issue.](#)

View this page in a format suitable for screen-readers and keyboard-only users

[Login to LibApps](#)

English






Choose a start time for your meeting. Start times are available in 30-minute increments. Click the box for your meeting's start time in the row for the room you would like to request.

STEP 3


Your booking request will appear in orange.

Monday, October 10, 2022

Go To Date < >

Space	8:00am	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm	7:00pm	8:00pm
Info Community Room (Capacity 184) 			Unavailable/Padding	Unavailable/Padding	Available	Available	Your Booking	Your Booking	Your Booking	Your Booking	Available	Available	Available
Info Community Room East (Capacity 92) 			Unavailable/Padding	Unavailable/Padding	Available	Available	Available	Available	Available	Available	Available	Available	Available
Info Community Room West (Capacity 92) 			Unavailable/Padding	Unavailable/Padding	Available	Available	Available	Available	Available	Available	Available	Available	Available
Info Multi-Purpose Room (Capacity 47) 			Available	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available
Info Technology Lab (Capacity 25) 			Available	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available

Available Your Booking Unavailable/Padding

Community Room: 2:00pm Monday, October 10, 2022 until... 5:00pm Mon Oct 10th 2022  \$30.00

Total cost for this reservation: \$30.00

[Submit Times](#)

Modify the ending time for the meeting using the drop-down selection menu.

To choose a different start time, click the trash can icon.

Total cost for your reservation will be displayed. Click Submit Times.

STEP 4


A login page will appear.

Input your GPL library card number (the number below the bar code) and your library account password into the box. The default password is the last four digits of your phone number unless you have chosen something else.

STEP 5

Review your booking request. If you need to change your request, click the **Remove** link to go back to the available times.

Booking Details

Item	Category	From	To	Cost	
 Community Room	Meeting Rooms	2:00pm Monday, October 10, 2022	5:00pm Monday, October 10, 2022	\$30.00	Remove
				\$30.00	

Meeting Rooms: Terms & Conditions

- I understand: All Fees are payable at least seven (7) days prior to the scheduled meeting. Checks shall be made payable to: Glenview Public Library. The Library must be notified of meeting cancellations at least 72 hours before the scheduled event. Failure to do so will be cause for denying future requests and forfeiture of any prepaid fees. Contact the Business Office to pay by credit card.
- I agree: INDEMNIFICATION: For and in consideration of the use of the meeting room and library facilities, the person or group applying to use same hereby agrees to indemnify and hold the Glenview Public Library and the Village of Glenview harmless from any and all causes of action, suits, judgments or settlements relating to its use of such rooms and facilities. Further, such person or group agrees to indemnify the Library and the Village for any and all costs for repair of any and all damage as may be caused directly or indirectly to the room and/or facilities by such use thereof.
- I agree: ADA (AMERICANS WITH DISABILITIES ACT) COMPLIANCE: The person making this reservation will be held responsible for insuring that any oral or written promotions of the meeting will include a special "accommodation for the disabled" phrase.
- I have read and agree to the Meeting Room Policy available here: [Terms and Conditions](#) .

[Continue](#)

Read the Terms and Conditions, and click the **Continue** button to proceed.

STEP 6

Fill out the room booking application form, detailing the organization and purpose of the meeting, anticipated attendance, and room set up that you would like. When you have filled out the form click the **Submit my Booking Request** button.

STEP 7

Once you have submitted your request, you will receive an email message confirming that it has been received. The message will come from this email address: alerts@mail.libcal.com.

Hi [REDACTED],

The following bookings have been submitted:

Glenview Public Library

Community Room: 2:00pm - 5:00pm Monday, October 10, 2022 (\$30.00).

You will receive an additional follow up email with the Library's decision.

Directions:

Community Room: Main lobby between 1st Floor Restrooms

Your room reservation has been received and is pending approval. Staff will approve and confirm reservation within three (3) days.

The total cost of this reservation is \$30.00.

To cancel this booking visit: [https://glenviewpl.libcal.com/equipment/cancel?id=cs-\[REDACTED\]](https://glenviewpl.libcal.com/equipment/cancel?id=cs-[REDACTED])

Thank you for using LibCal!

Library staff will review your request and contact you if more information is needed. When your request is approved, you will receive an email message confirming the reservation. If the request is denied, you will receive an email message letting you know that the request could not be accommodated. Contact the Library Business Office if you have any questions or would like additional information regarding public meeting room reservations.