

Tips: Reserving/Booking a Meeting Room

Please Review "Guidelines" before placing a reservation.

- Choose "Wilmington Library" from the left side under "Selection" List.
- Use the [+] to expand the list to reveal all the meeting rooms.
- Choose the room you would like to book.
- Choose the "Date" in the calendar
- Choose the "Time" block you wish to reserve.
- Choose "Continue" at the bottom of the listing.
- This will bring you to the "Meeting Room Request Contact Information Page"
- Fill out all required fields (marked with *)
- You will be asked to verify the information before submitting. *Please verify all information, then "Submit".*
- Your confirmation of the room reservation as well as payment information will display.

[+] opens library & [-] closes to hide the room choices.

Please note: All meeting room & kitchenette payments are due 1 week prior to the event.

If you would like to reserve any of the Wilmington Library Meeting Rooms **AFTER** the library closes there is a \$20.00 fee per hour per reservation date for library security to have the library opened past normal library operating hours. Please see "Guidelines" information.

For more information about our meeting rooms & pricing information please visit: wilmington.lib.de.us/meeting-rooms

Tips: Contact Page Information

- Must check type of business (non-profit, individual, for-profit, etc).
- Do you need use equipment or the Kitchenette? There is a \$25.00 fee to use the kitchenette.
- Would you like this meeting room request to be shown on the public events calendar.
 - If YES is checked- the public will be able to see your meeting room reservation & it will be considered open for public attendance.
 - If NO is checked- the public will NOT be able to see your meeting room reservation and it will be considered closed for public attendance.
- Please indicate how many tables you would like to use.
- Leave this box **UNCHECKED** if you want an email sent to the person requesting the meeting room.