

# Requesting a Meeting Room Online

**Step 1:** Go to [rclreads.org/meeting-rooms/](http://rclreads.org/meeting-rooms/)

**Step 2:** Find the room you want to reserve and click the hyperlink

## RCL - Roseville:

To book a room, or check availability of particular dates, check the [online room calendar](#) or call us at 651-724-6001. Five study rooms are available on a first-come, first-served basis.

### Community Program Room

Available for groups of 10 -125.

Includes:

- Blu-ray DVD Player
- Ceiling Projector with Screen
- Kitchenette with Sink, Refrigerator and Microwave
- Laptop with Office
- Microphones
- Podium
- Sound System
- Whiteboard
- Wireless Internet

Accessibility Features:

- Portable In-ear and Personal Induction Loop Hearing Assistive Listening System

**Step 3:** Select the date and time you would like to request. Online room requests need to be made at least 24 hours in advance and include time needed for set-up and take-down. Please call the library for any same day requests.



[Ramsey County Library](#) / [Reservations](#) / [Public Community Rooms](#) / [Space Availability - RV - Community Program Room](#)

## RV - Community Program Room (RCL - Roseville) Capacity: 125

[View Confirmed Bookings](#)



Available for groups of 10 - 125.

Includes:

- Blu-ray DVD Player
- Ceiling Projector with Screen
- Kitchenette with Sink, Refrigerator and Microwave
- Laptop with Office
- Microphones
- Podium
- Sound System
- Whiteboard
- Wireless Internet

Accessibility Features:

- Portable In-ear and Personal Induction Loop Hearing Assistive Listening System

Accessible Friendly: Yes

Power Available: Yes

**A:** Click **Go To Date** to check the room's availability on a specific day

**B:** Click **Next Available** to see the next time the room is available

**C:** You can view the room's availability by **Day** or by **Week**

Tuesday, November 1, 2022

**A**

[Go To Date](#) [<](#) [>](#) [Next Available](#)

**B**

[Day View](#) [Week View](#)

**C**

Space	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm	7:00pm	8:00pm	9:00pm	10:00pm
RV - Community Program Room										

Available Your Booking Unavailable/Padding



**3D:** Check the Booking Details to confirm you are requesting the correct date and time. Click Change if anything needs to be modified.

## Booking Details

Item	Category	From	To	
 RV - Community Program Room	Public Community Rooms	11:00am Friday, December 30, 2022	12:00pm Friday, December 30, 2022	<a href="#">Change</a> 

**3E:** Read the Public Community Rooms Terms & Conditions, then click **I Agree to Terms & Conditions**

[Public Community Rooms: Terms & Conditions](#)  
Community Rooms  
Approved by: Library Board  
Approved Date: March 16, 2008  
Revised Date: April 18, 2018  
Review Schedule: Every 5 years  
Next Review Date: 2023

Ramsey County Library provides community program rooms and conference rooms to support learning, community gathering, and the exchange of information and ideas. The Library uses community rooms for library-sponsored programs and operational meetings and provides space for community groups to meet.

Community program rooms are available at the libraries in Maplewood, Mounds View, Roseville, Shoreview and White Bear Lake. Conference rooms are available at the libraries in Maplewood, Roseville, Shoreview and White Bear Lake.

The Library reserves the right to establish booking priorities, giving preference to library programs and activities, Ramsey County unit meetings and activities, and programs and activities by library partners, in that order.

Community rooms are made available to non-commercial organizations and groups on a firstcome, first-served basis. Rooms may be booked up to 60 days in advance with no more than two bookings each month.

Community rooms are made available regardless of the beliefs or affiliations of individuals or groups requesting their use. The person reserving the community room determines the attendees for their meeting or event.

Using a community room does not convey Library sponsorship of a group's program or activities. Groups cannot use the Library's name or logo in their promotional materials or signage, other than identifying the Library as the meeting location. No signs can be posted on library grounds or in library buildings without the approval of the library manager.

Activities prohibited in Library community rooms include, but are not limited to:

- Events for which the purpose is to advertise, solicit business, or generate leads
- Collection of information on attendees to be used for commercial purposes
- Collection of admission fees or tuition
- Sale of products or services
- Direct fund raising
- Gambling, games of chance, bingo, or wagering of any kind
- Social events

Direct fundraising may be conducted by the Friends of the Ramsey County Libraries. The Library, the Friends of the Ramsey County Libraries, and program co-sponsors may sell books and other products at Library events.

Community program and conference rooms are intended for larger groups and may have minimum attendance requirements. They are not intended for individual use, study, tutoring, or one-on-one discussions. Individuals and groups smaller than the required minimum may use a community program or conference room on a walk-in basis, if the room is not already in use. Those individuals and small groups may be asked to vacate the room to accommodate a reservation or a larger group.

The requirements of this policy may be waived at the discretion of the Library when doing so would further its goals.

[I Agree to Terms & Conditions](#) 

**Step 4: Fill out the Booking Details form, then click **Submit My Request****

## Booking Details

Item	Category	From	To	
 RV - Community Program Room	Public Community Rooms	11:00am Friday, December 30, 2022	12:00pm Friday, December 30, 2022	<a href="#">Change</a>

Fill out this form to submit your booking for approval. You will receive an additional follow up email with the Library's decision.

Full Name \*

Email \*

Organization/Group name for public calendar \*

Phone Number \*

Non-profit Organization? \*  Yes  No

Enter the purpose for requesting the space. \*

Estimated number of attendees. Please do not enter text or range of numbers. \*



After you submit your request, you will see this message:

### Thank you!

The following bookings are now pending Library approval:

RCL - Roseville

**RV - Community Program Room:** 11:00am - 12:00pm, Friday, December 30, 2022

You will receive an email with the Library's decision. Please check your spam folder, too.

The library will send a follow-up email letting you know if your request has been approved or denied. If you need to alter your room request, or if you have any questions, please call the library.