

Prescott Public Library

offers a quick and easy way to reserve meeting rooms right from your home computer.



- Go to www.prescottlibrary.info
- Click on **SERVICES**
- Click on **RESERVE A ROOM**
- Read the meeting room policy
- Click on **ACCEPT POLICY AND RESERVE A ROOM ONLINE**
- To “request” a room

Go to **DAY VIEW** by clicking tab at the top of the page

Select **DATE** and **ROOM** on the left

Select **TIME** start and end

Click **CONTINUE** at the bottom of the screen

- A “Contact Information” screen appears
Complete all informational boxes (*=Required Field)
Click **VERIFY REQUEST** to review information
Click **SUBMIT REQUEST** to complete reservation

Your room request is pending until confirmed.

*This service is available
24 hours a day, 7 days a week!*

Please call the **Meeting Room Coordinator** at **928.777.1521**
if you need assistance or additional information.

PPL