1. Visit collierlibrary.org
2. Click on **Services** and then **Meeting Spaces.**
3. Scroll down to where it says **Make Your Room Reservation Request** and click on the link.
4. You will then be redirected to the following page to select a date, time, and location.

MEETING ROOM

1. Service	2. Extras	3. Time	4. Details	5. Payment	6. Done

Please select service:

Category	Service	Duration
Select category	Select service	-

I'm available on or after | Mon Tue Wed Thu Fri Sat | Start from | Finish by

February 23, 2024 | ✓ ✓ ✓ ✓ ✓ ✓ | 9:00 am | 8:00 pm

NEXT

5. Click on **Select category** to choose the library location from the drop-down menu.

Category

Select category

Select category
South Regional Library
Headquarters Library
Naples Regional Library
Marco Island Library

6. Click on **Select service** to choose which room you would like to reserve.

Service

Select service

Select service
Sugden Theater
Sugden Theater - Non Profit

7. Select the duration of your room reservation under **Duration.**

Duration

1 h

1 h
2 h
3 h
4 h
5 h
6 h
7 h
8 h

NEXT

8. Select your desired date from the calendar, keeping in mind you cannot book more than 90 days in advance or less than two weeks in advance.

I'm available on or after

March 8, 2024

	Mon	Tue	Wed	Thu	Fri	Sat
	✓	✓	✓	✓	✓	✓

◀ April 2024 ▶

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	8	15	22	29	6	
2	9	16	23	30	7	
3	10	17	24	1	8	
4	11	18	25	2	9	

9. Select your start and end time from the drop-down menus.

Start from	Finish by
12:00 pm	3:00 pm

1:00 pm
2:00 pm
3:00 pm
4:00 pm
5:00 pm
6:00 pm
7:00 pm
8:00 pm

10. Click on the **Next** button to continue the booking process. You will then select extra services needed by clicking on the box. When it is selected, it will appear red. Then click **Next.**

Select the Extras you'd like (Multiple Selection)

NEXT

Projector/Microphone/Speakers $25.00	Food Service $20.00

11. Then select the correct date and time from the available slots by clicking on the circle.

Below you can find a list of available time slots for Sugden Theater - Non Profit by Headquarters.

Click on a time slot to proceed with booking.

Tue, Apr 09	Mon, Apr 15	Sat, Apr 20	Fri, Apr 26	Thu, May 02
⦿ 12:00 pm	○ 12:00 pm	○ 12:00 pm	○ 12:00 pm	○ 12:00 pm
Wed, Apr 10	Tue, Apr 16	Mon, Apr 22	Sat, Apr 27	Fri, May 03
○ 12:00 pm	○ 12:00 pm	○ 12:00 pm	○ 12:00 pm	○ 12:00 pm

12. You will then be redirected to the **Details** page where you will enter all required information. If you selected a **Non Profit** room, click on the **Browse** button to upload your organization's supporting documentation.

You selected a booking for Sugden Theater - Non Profit by Headquarters at 12:00 pm on April 9, 2024. The price for the service is $225.00.

Please provide your details in the form below to proceed with booking.

Full name

Phone

🇺🇸 ▾ (201) 555-0123

Email

Upload File

BROWSE

13. Then click on the orange link to view the Collier County Public Library Meeting Rooms Policy. Check the box to acknowledge that you agree to the terms of service.

☐ I agree to the terms of service - please click here to view the terms and conditions

14. After clicking **Next**, select the payment option "I will pay locally" by clicking on the circle. Then click **Next.**

1. Service	2. Extras	3. Time	4. Details	5. Payment	6. Done

Please tell us how you would like to pay:

⦿ I will pay locally

[BACK]   [NEXT]

15. You will then get a confirmation that your booking is complete.

MEETING ROOM

1. Service	2. Extras	3. Time	4. Details	5. Payment	6. Done

Thank you! Your booking is complete. An email with details of your booking has been sent to you.

[START OVER]