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.

5. Click on Select category to choose the library location from the dropdown menu.
6. Click on **Select service** to choose which room you would like to reserve.

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

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

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

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.
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.

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

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