

## HOW TO RESERVE A MEETING ROOM

1. Go to <https://Ralstonlibrary.org/room>
2. Click the orange RESERVE A ROOM button
3. Search for the date and time you want to reserve

**Room Reservations for Baright Public Library**

**Organization Info**  
Baright Public Library (402) 331-7636  
5555 South 77th Street <https://www.ralstonlibrary.org/>  
Ralston, NE 68127

**Key**  
Available (light blue square)  
Booked (grey square)  
Unavailable (dark grey square)  
Current (green square)

DATE\* 08/21/2024 START TIME\* 1:00 PM END TIME\* 3:30 PM GROUP SIZE Group size ROOM SEARCH

**Available Rooms**

**Meeting Room** RESERVE SPACE  
Seats up to 50  
No Charge for this room

MORE DETAILS 8:00 AM 9:00 AM 10:00 AM 11:00 AM 12:00 PM 1:00 PM 2:00 PM 3:00 PM 4:00 PM 5:00 PM 6:00 PM 7:00 PM

***You cannot reserve a room less than 72 hours before the date you want to reserve, nor can you reserve more than 3 months in advance of the current date.***

4. If the room is available for the time you want, click the green RESERVE SPACE button.

Note: First time users will have to set up an account. If you had account with us and an a confirmed reservaton, you make sure you use the same email address when signing up under LocalHop.

5. LocalHop's reservation wizard will walk you through making the reservation.
6. After completing the form prompts, click the green RESERVE button to submit your room request. A pop-up will appear confirming your request— *this is NOT the same as confirming your reservation.*

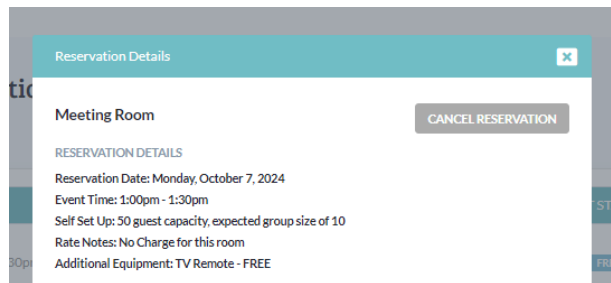
You will receive an email telling you that your request has been submitted and to wait for a confirmation email. Attached to the email are the library's meeting room use policies.

**If your request is approved you will receive a confirmation via email within the next 48 hours.**

## HOW TO CANCEL A RESERVATION

If you need to cancel you have the option of either send email request to [meetingrooms@ralstonlibrary.org](mailto:meetingrooms@ralstonlibrary.org) , or cancel the room yourself by logging into your LocalHop account. We ask for at **least 24-hour advance notice** if you need cancel your reservation once it has been approved.

1. Go to <https://www.ralstonlibrary.org/room>
2. Click RESERVE A ROOM
3. Click the ACCOUNT button located in the upper right of the screen. You may be asked to log in again.
4. From the Account menu, click "User Dashboard"
5. Select "Reservations" from the left-hand menu.
6. Locate the reservation on the list of your reservations.
7. Under "Actions," click the down arrow button.
8. Click the grey CANCEL RESERVATION button.



9. When prompted, confirm your cancellation

A small popup window will appear in the lower left corner of your screen notifying you your Room Reservation was successfully cancelled. You will also receive an email confirming the cancellation.

**If you have questions about reserving a room, please call the Baright Public Library at 402-331-7636.**