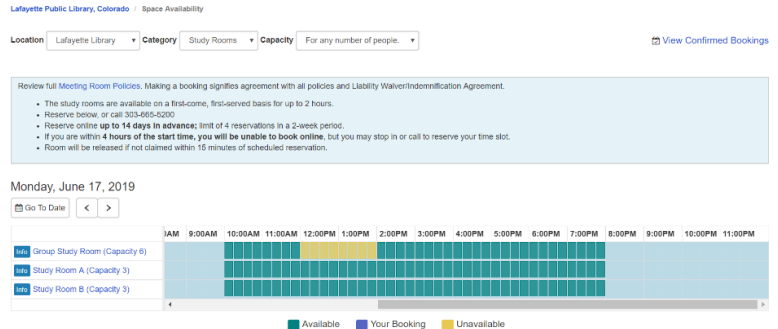


FREE STUDY ROOMS: <https://cityoflafayette.com/librarystudyrooms>

PAID EVENT SPACES: <https://cityoflafayette.com/libraryeventspaces>

Toggle Category to switch b/w study rooms and event spaces. Click on INFO for room details.

- Green = Available
- Yellow = Booked
- Lt. Blue = Library closed or bookings restricted



Book Free Study Room for 1-6 People

Within 4 hours of start time can't be booked online - call 303-665-5200 or book in person.

- Go to Date - click on beginning of time slot desired.
- Booking for two hours pops up - for less time, select the dropdown and adjust
- SUBMIT TIMES
- Review policies and terms; CONTINUE
- Enter info - required fields are marked with asterisks
- SUBMIT MY BOOKING
- Your email will confirm details, and include link to cancel

Request/Hold Paid Event Space (Not Final until Approval Email Received)

- Cannot be booked online within 3 days of start time. Use Next Available button to jump ahead.
- Click on blue INFO next to room for rates and details (Capacity: Conf. Room-36, Meeting Room-160)
- Go to Date - click on slot for beginning of your event. Booking for 15 minutes pops up - to add time, select dropdown and adjust. Include setup and takedown.

Conference Room: 12:00PM Thursday, June 20, 2019 until... 12:15PM Thursday, June 20, 2019 \$5.00

Total cost for this reservation: \$5.00

Submit Times

- The system shows **estimated cost** for the room. Online payments are not available.
- Questions about reduced fees? View policies first: if you have questions, note them on form.
- If needed, click trash can icon to start over.
- SUBMIT TIMES
- Confirm details. To change, use CHANGE link at top right.
- CONTINUE, then Enter info - required fields are marked with asterisks
- SUBMIT MY BOOKING. Approval email will include confirmation and cancellation link.
- PAY by phone, by mail, or in person when Library is open. All details are in the confirmation email.
- QUESTIONS? Call 303-665-5200.
- **CITY STAFF ONLY:** Use fees will be waived after booking. For city events open to the public, include a detailed description. To book after-hours times, add those requests in the notes. To book conference or meeting room within 3 days of event, [email the Library](#) using this link.