HOW TO – Meeting Room Reservation Request, Submission, Public

Most basic method: go to https://northamptonpa.myrec.com/
Choose Facilities > Free Library of Northampton Township
Go from there following the directions
* Language regarding scheduling not more than 6 months in advance and no more than 3-hour blocks unless you're paying for a room is located on the main library facility page and all 3 individual room pages;

More DETAILED version on the website:
Library Website: FreeLibraryNT.org > Services > Meeting Rooms
Find the question: How do I complete and submit a request to reserve a room?

Locate the Library's list of Rooms (click this link online and it takes you to the FLNT page mentioned above)

1) Choose your preferred room from the Facility Areas list
- May-Sweeney Board Rm
- Conference Rm
- Community Rm

2) Open the Availability Chart
- Enter your preferred date
- Update

The white time blocks for each room show the availability for reservations;

3) At this point, you will need to choose the "Log in to Request" button and;
- Create a new account for your "ORGANIZATION", OR
- Log in to your existing account;

*If you're creating an account, choose ORGANIZATION for your Account Type and you must add your Organization Name first; ALL fields must be completed! When you click the Submit button, you will be required to complete a "Library Meeting Room Reservation & Agreement Form"; **This form will need to be completed once annually each calendar year;***

4) Once your account has been created and/or you've completed the "Agreement Form", you can continue with the Reservation Request process.
5) Return to the Availability Chart
- Enter your preferred date
- Update

6) Click on the white time slot in your preferred room;
7) Ensure the room and date are correct
- Adjust starting/ending times as needed
- Click "Next" button

8) Complete all required (*) fields and answer two (2) questions;
9) Click the Disclaimer box; Submit.

Your Request to Reserve a Room has now been submitted. You will receive confirmation of this submission in your email. The library staff will now process your request and you will receive a reservation confirmation OR a "Decline" with a note explaining why.

NOTE: Once you create an account in the MyRec system, you won't need to go through the process again; ALSO, the completion of the Library Meeting Room Reservation & Agreement Form will need to be completed annually recycling every year in January.