

NOTICE

The ability of the public to make reservations has been suspended temporarily while we migrate to a newer version of our online Meeting Room calendar.

We apologize for any inconvenience this may cause and thank you for your patience in this matter. Questions? Call 352-754-4043.

Instructions to reserve a meeting room at the Hernando County Public Library System

1. Click on date the room is needed for.
2. Click on branch the room is at. *Ex: If you would like to reserve the room at the West Hernando Branch Library, click on West Hernando and then click on West Hernando Branch Meeting Room.*

3. On the right hand side of the screen, click in boxes to choose reservation times. (above this section, it will show what date and branch you are reserving for. If this is not correct, please choose correct branch).
4. Click “continue” button.
5. Fill in required information.
6. Click “Verify Request”.
7. Click “Submit Request”.

You will see notification that a confirmation email has been sent to the address you entered into the form. This is *not* a confirmation that the request is approved. This confirmation is just confirming your request has been received.

Once the request has been reviewed by staff, you will receive another email indicating if it was approved or denied.

If you need assistance or have any question, please contact library staff at 352-754-4043.

