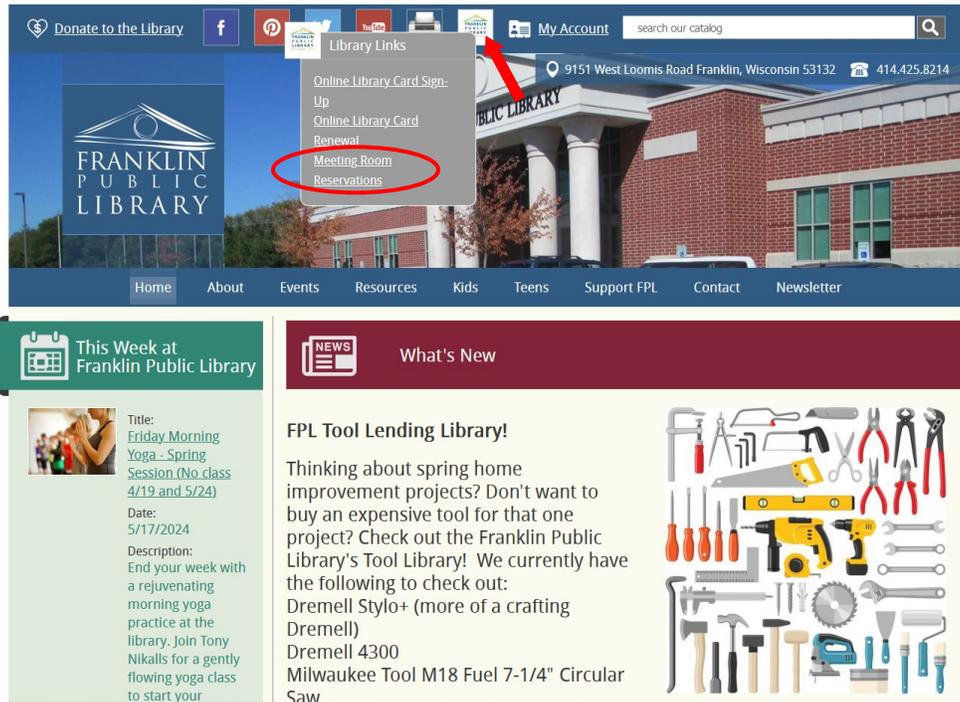
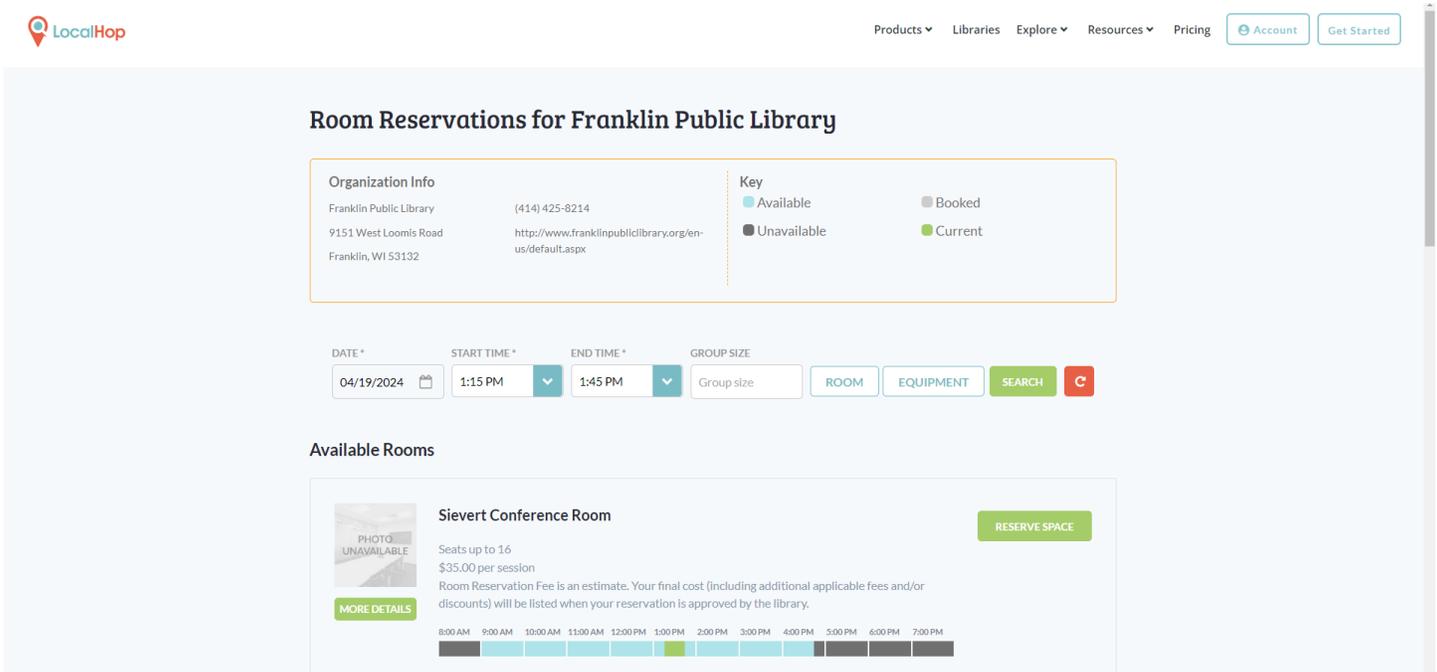


Reserving a Room at Franklin Public Library using LocalHop

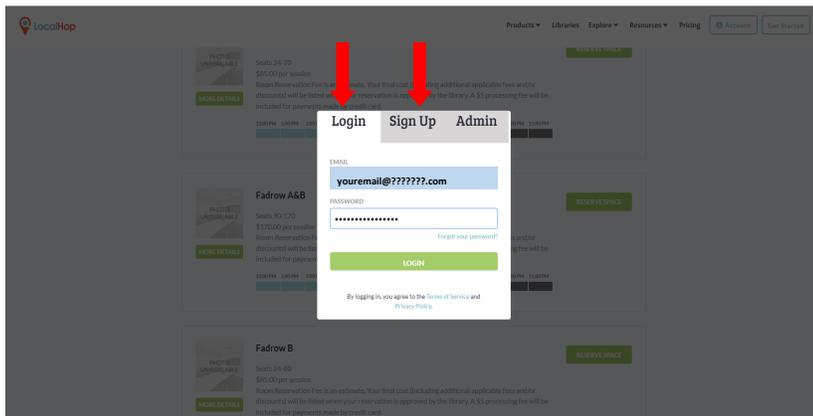
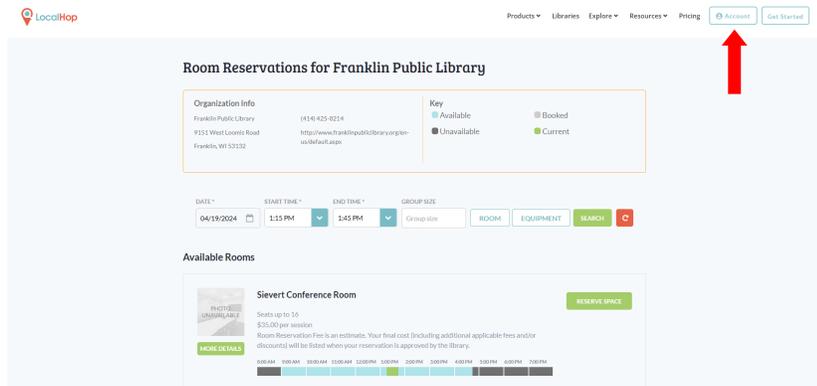
1. Go to the Franklin Public Library website (franklinpubliclibrary.org), hover on the small FPL Library Links icon at the top of the main page, and click on Meeting Room Reservations.



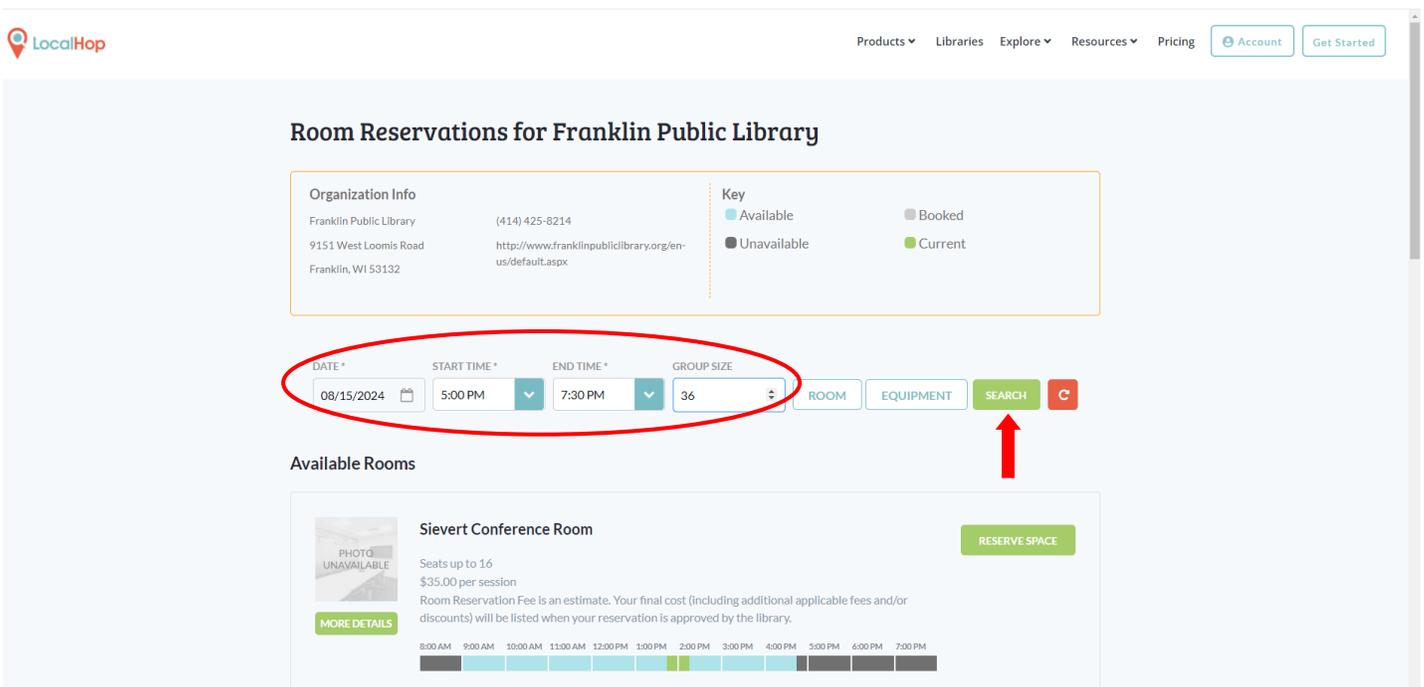
This will take you to the main page for LocalHop room reservations for Franklin Public Library.



2. Click on Account and sign in with your LocalHop login. If you don't have an account, create one by clicking Sign Up and entering your email and the password you wish to use.



3. At the main LocalHop page, choose the date and time you want to reserve, and type in the number of people you expect at your event. Then, click Search.



4. Click on Reserve Space to select which room you wish to reserve.

Available Rooms

Fadrow A
Seats 24-70
\$85.00 per session
Room Reservation Fee is an estimate. Your final cost (including additional applicable fees and/or discounts) will be listed when your reservation is approved by the library. A \$5 processing fee will be included for payments made by credit card.
12:00 PM 1:00 PM 2:00 PM 3:00 PM 4:00 PM 5:00 PM 6:00 PM 7:00 PM 8:00 PM 9:00 PM 10:00 PM 11:00 PM

Fadrow A&B
Seats 90-170
\$170.00 per session
Room Reservation Fee is an estimate. Your final cost (including additional applicable fees and/or discounts) will be listed when your reservation is approved by the library. A \$5 processing fee will be included for payments made by credit card.
12:00 PM 1:00 PM 2:00 PM 3:00 PM 4:00 PM 5:00 PM 6:00 PM 7:00 PM 8:00 PM 9:00 PM 10:00 PM 11:00 PM

Fadrow B

5. Confirm the date and time of the room you wish to reserve are listed correctly and click Continue.

Add Room Reservation

Reservation Options

Fadrow A

EVENT DATE * 08/15/2024 START TIME * 5:00 PM END TIME * 7:30 PM

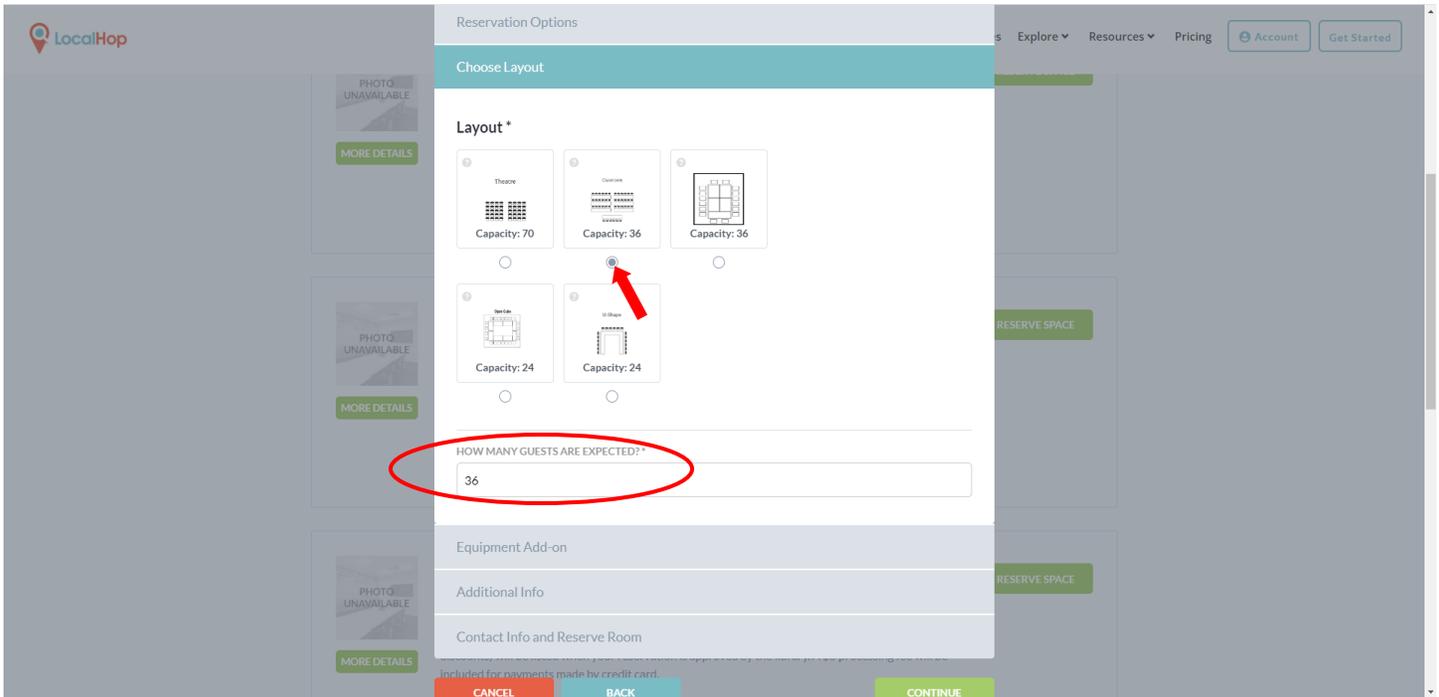
Rate: \$85.00 per session

Room Reservation Fee is an estimate. Your final cost (including additional applicable fees and/or discounts) will be listed when your reservation is approved by the library. A \$5 processing fee will be included for payments made by credit card.

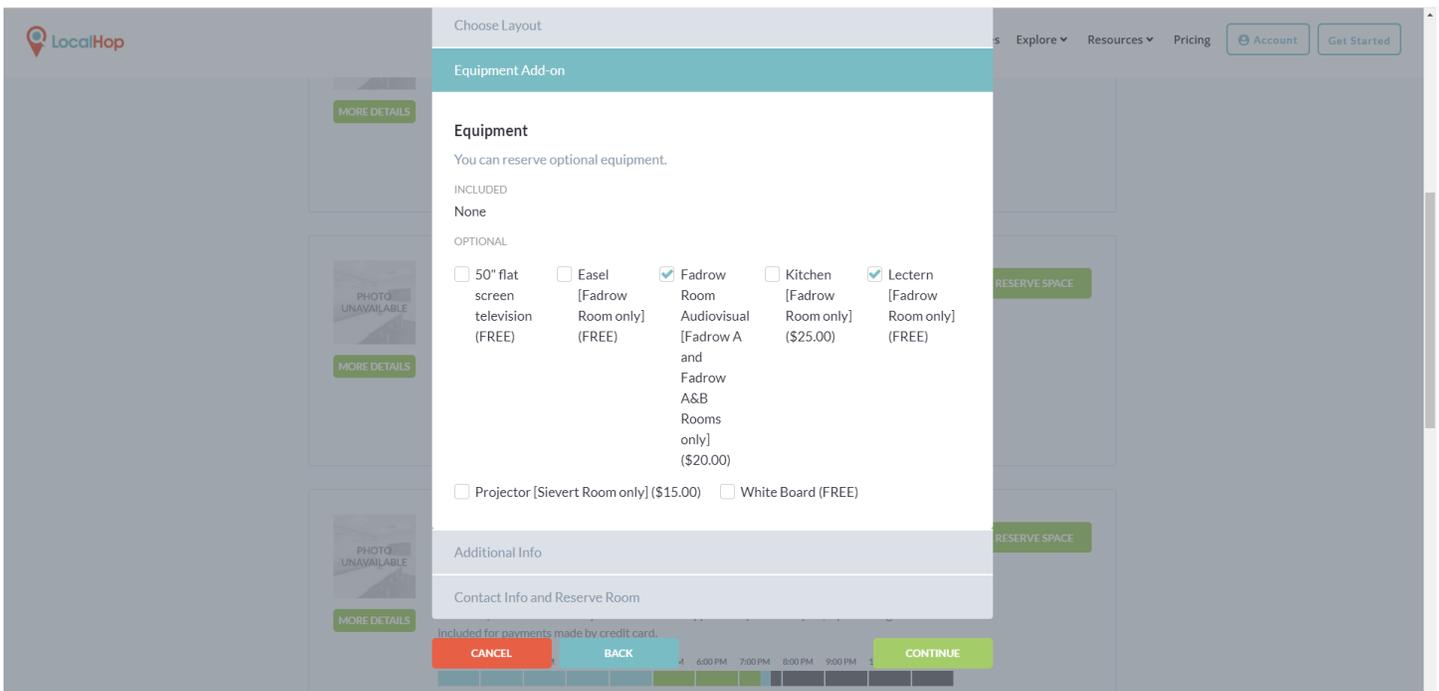
Choose Layout
Equipment Add-on
Additional Info
Contact Info and Reserve Room

CANCEL CONTINUE

6. Choose the room setup you want, and type in the number of people you expect for your event.



7. Click to choose any equipment you want to use for your event. Charges may apply. "Fadrow Room Audiovisual" includes the projector and screen and microphones.



8. Fill out the Additional Info section. Make your selection(s) for each specific piece of equipment you want to use during your event (some equipment is only available for certain rooms).

Also, indicate which method of payment you plan to use.

Additional Info

ORGANIZATION NAME
B. Franklin Medicare Seminars

HAVE YOU BOOKED MEETING ROOMS AT THE FRANKLIN PUBLIC LIBRARY BEFORE?
Yes

IS YOUR ORGANIZATION A 501(C)(3) NON-PROFIT ORGANIZATION?
No

I will share documentation of my organization's 501(c)(3) non-profit status (if applicable)

STREET ADDRESS
9151 W. Loomis Road

CITY/STATE/ZIP
Franklin WI 53132

ACTUAL BEGINNING TIME OF YOUR EVENT
6pm

SIGNATURE OF RESPONSIBLE PARTY OR DESIGNEE
Jim Patterson

EQUIPMENT NEEDED: PROJECTOR [FADROW ROOM A OR FADROW ROOM A&B] (ADDITIONAL FEE WILL APPLY)
Yes

EQUIPMENT NEEDED: HANDHELD MICROPHONE [FADROW ROOM A OR FADROW ROOM A&B] (ADDITIONAL FEE WILL APPLY)
2 microphones

EQUIPMENT NEEDED: CLIP-ON MICROPHONE [FADROW ROOM A OR FADROW ROOM A&B] (ADDITIONAL FEE WILL APPLY)
select...

EQUIPMENT NEEDED: LAPTOP COMPUTER (ADDITIONAL FEE WILL APPLY)
select...

EQUIPMENT NEEDED: KITCHEN (ADDITIONAL FEE WILL APPLY)
select...

FORM OF PAYMENT TO BE USED FOR ROOM RESERVATION FEE*
Check

Contact Info and Reserve Room

CANCEL BACK CONTINUE

9. Fill out the Contact Information.

LocalHop

Explore Resources Pricing Account Get Started

Fadrow A

RESERVATION DETAILS

Reservation Date: Thursday, August 15, 2024
Event Time: 5:00pm - 7:30pm
Classroom: 36 guest capacity, expected group size of 36
Rate: \$85.00 per session = \$85.00

Rate Notes: Room Reservation Fee is an estimate. Your final cost (including additional applicable fees and/or discounts) will be listed when your reservation is approved by the library. A \$5 processing fee will be included for payments made by credit card.

Additional Equipment: Fadrow Room Audiovisual [Fadrow A and Fadrow A&B Rooms only] - \$20.00, Lectern [Fadrow Room only] - FREE

Contact Information

FIRST NAME * Jim
LAST NAME * Patterson
PHONE NUMBER * (414) 425-8214
EMAIL ADDRESS * youremail@?????????.com

DESCRIPTION OF EVENT *
Informational seminar for seniors about registering for Medicare

NOTES (OPTIONAL)

Unavailable Room

10. Click on Reserve to submit your reservation request. The total price on this screen is an estimate, it may not include all discounts or fees which apply to your request.

The screenshot shows a reservation form for an event titled "Informational seminar for seniors about registering for Medicare". The form includes a "DESCRIPTION OF EVENT" field, a "NOTES (OPTIONAL)" field, and a checkbox for accepting terms of use. A pricing table is displayed with the following items:

Room Rate: \$85.00/per session	\$85.00
Rate Notes: Room Reservation Fee is an estimate. Your final cost (including additional applicable fees and/or discounts) will be listed when your reservation is approved by the library. A \$5 processing fee will be included for payments made by credit card.	
Fadrow Room Audiovisual [Fadrow A and Fadrow A&B Rooms only]	\$20.00
Lectern [Fadrow Room only]	FREE
Total Price	\$105.00

Below the pricing table, it states "PRICE INCLUDES ALL APPLICABLE TAXES AND FEES". At the bottom of the form, there are buttons for "CANCEL", "BACK", "RESERVE", "Terms of Service", and "Privacy Policy".

11. Click Close Window to finish your application. You will shortly get an email acknowledging your request has been received. Later, you will receive an email approving or denying your request. If approved, the email will confirm your reservation, and include the actual price of your reservation fee.

The screenshot shows the "Add Room Reservation" confirmation screen. A modal window is open with the following text:

Confirmation

The room request has been submitted.

To view the reservation details and status, go to the reservations section of your User Dashboard.

CLOSE WINDOW

The background shows a calendar interface with a time slot selected for 4:00 PM. The pricing table from the previous screenshot is also visible in the background.

To see how to pay for your reservation with a credit card, please see the separate instruction sheet at the library's website, franklinpubliclibrary.org.