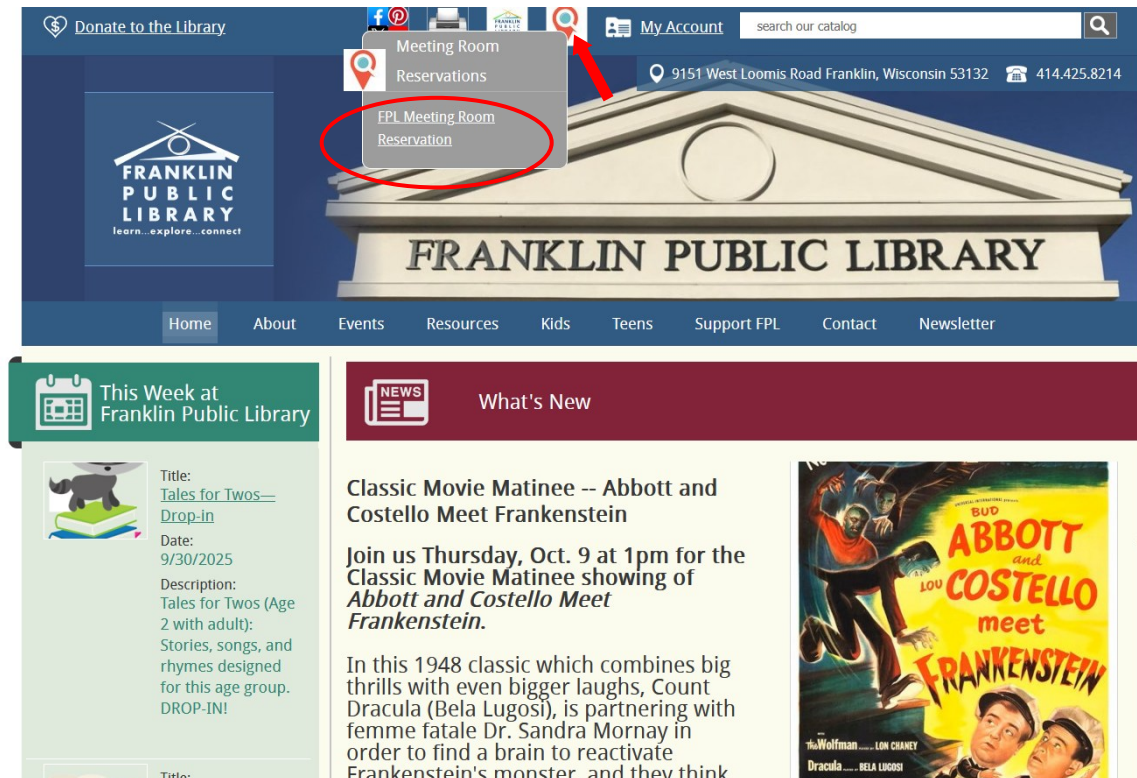
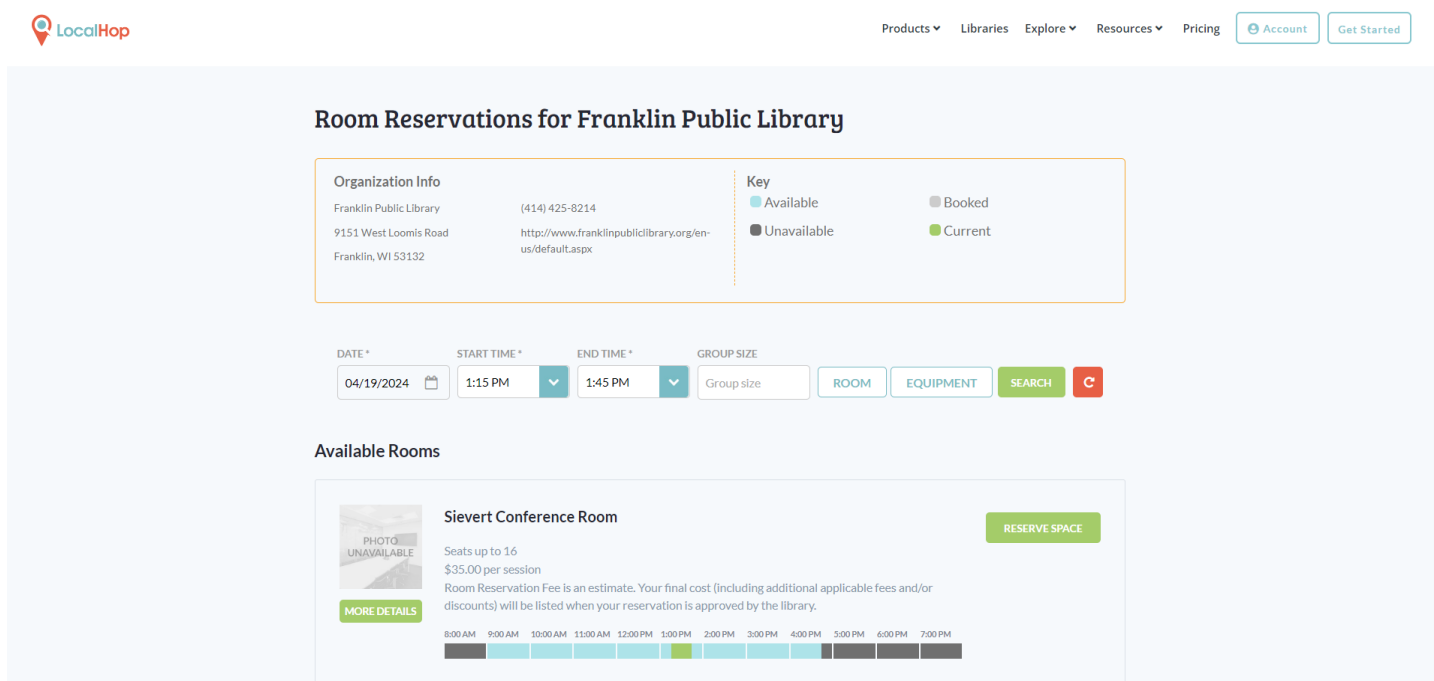


Reserving a Room at Franklin Public Library using LocalHop

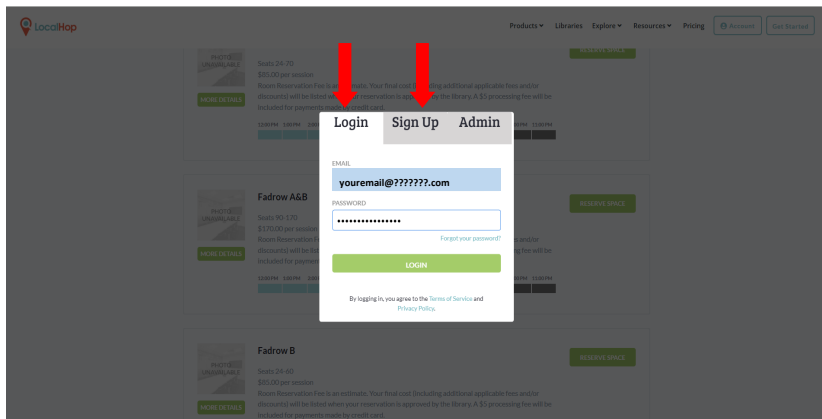
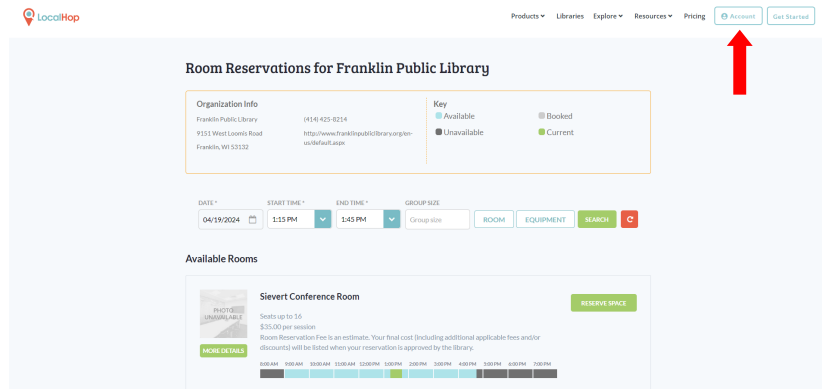
1. Go to the Franklin Public Library website (franklinpubliclibrary.org), hover on the small LocalHop icon at the top of the main page, and click on FPL Meeting Room Reservation.



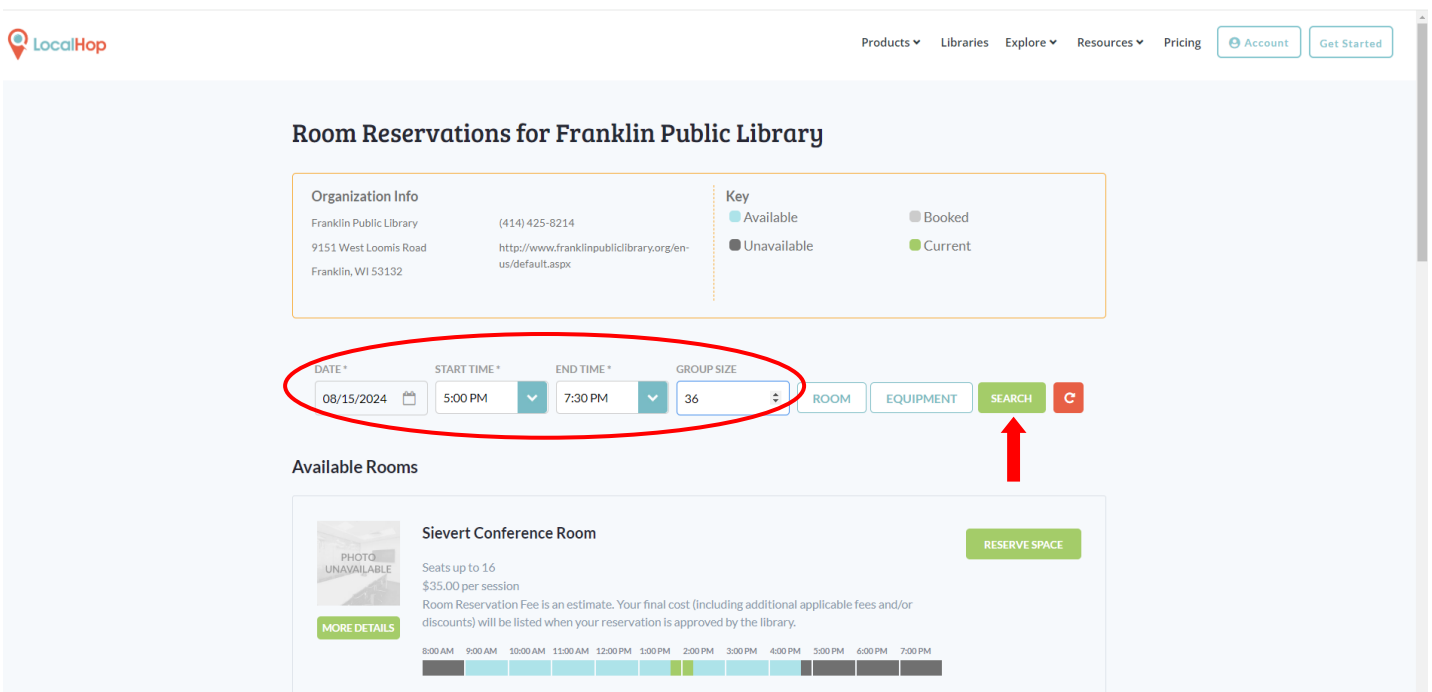
This will take you to the main page for LocalHop room reservations for Franklin Public Library.



2. Click on Account and sign in with your LocalHop login and password. 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.

The screenshot shows the 'Available Rooms' section of the LocalHop website. The header includes the LocalHop logo and navigation links: Products, Libraries, Explore, Resources, Pricing, Account, and Get Started. The main content area lists three rooms:

- Fadrow A**: Seats 24-70, \$85.00 per session. A red arrow points to the 'RESERVE SPACE' button.
- Fadrow A&B**: Seats 90-170, \$170.00 per session. A red arrow points to the 'RESERVE SPACE' button.
- Fadrow B**: Seats 24-60, \$85.00 per session. A red arrow points to the 'RESERVE SPACE' button.

Each room listing includes a 'MORE DETAILS' button and a time slot selection bar at the bottom.

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

The screenshot shows the 'Add Room Reservation' modal on the LocalHop website. The modal is titled 'Reservation Options' and displays the following information for 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**: 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.

Below the reservation details, there are four expandable sections: Choose Layout, Equipment Add-on, Additional Info, and Contact Info and Reserve Room. At the bottom of the modal, there are two buttons: CANCEL and CONTINUE. A red arrow points to the CONTINUE button.

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

LocalHop

Reservation Options

Choose Layout

Layout *

Theatre Capacity: 70

Classroom Capacity: 36

U-Shape Capacity: 36

Board Room Capacity: 24

U-Shape Capacity: 24

HOW MANY GUESTS ARE EXPECTED? *

36

Equipment Add-on

Additional Info

Contact Info and Reserve Room

included for payments made by credit card.

CANCEL BACK CONTINUE

7. Click to choose any equipment you want to use for your event. Charges may apply. Choose “Fadrow Room Audiovisual” to reserve the projector and screen, a laptop, or the microphones if you’re reserving Fadrow Room A or the entire Fadrow Room. Fadrow Room B does not include audiovisual equipment.

LocalHop

Choose Layout

Equipment Add-on

Equipment

You can reserve optional equipment.

INCLUDED

None

OPTIONAL

☐ 50" flat screen television (FREE)

☐ Easel [Fadrow Room only] (FREE)

☒ Fadrow Room Audiovisual [Fadrow A and Fadrow Rooms only] (\$20.00)

☐ Kitchen [Fadrow Room only] (\$25.00)

☒ Lectern [Fadrow Room only] (FREE)

☐ Projector [Sievert Room only] (\$15.00)

☐ White Board (FREE)

Additional Info

Contact Info and Reserve Room

included for payments made by credit card.

CANCEL BACK CONTINUE

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 form of payment you plan to use. If you choose credit/debit card, you can later make your payment online on LocalHop (see separate instructions on *franklinpubliclibrary.gov*).

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

PHOTO UNAVAILABLE

MORE DETAILS

PHOTO UNAVAILABLE

MORE DETAILS

Unavailable Room

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)

Explore

Resources

Pricing

Account

Get Started

RESERVE SPACE

RESERVE SPACE

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 the 'Add Room Reservation' form on the LocalHop website. The form includes a 'DESCRIPTION OF EVENT' field with the text 'Informational seminar for seniors about registering for Medicare'. Below this is a 'NOTES (OPTIONAL)' field. A checkbox is checked with the text 'Yes, the room reservation terms of use have been accepted.' The pricing section shows a 'Room Rate' of \$85.00/per session, a 'Rate Notes' section explaining that the fee is an estimate and a \$5 processing fee will be included for credit card payments, and a 'Fadrow Room Audiovisual' fee of \$20.00. The 'Total Price' is \$105.00. At the bottom, there are 'CANCEL' and 'BACK' buttons, and a 'RESERVE' button highlighted with a red arrow. The background shows a list of 'Available Rooms' and 'Unavailable Rooms'.

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' form with a confirmation message overlay. The message states 'The room request has been submitted.' and 'To view the reservation details and status, go to the reservations section of your User Dashboard.' Below the message is a 'CLOSE WINDOW' button. The background shows the 'Add Room Reservation' form with a 'RESERVE SPACE' button and a list of 'Available Rooms' and 'Unavailable Rooms'.

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.