

How to pay for your meeting room reservation at Franklin Public Library online in LocalHop

1. On the confirmation e-mail you received, click on the green box which says “Pay for your Reservation.”

Please save this email for your records.
This email is your room reservation confirmation.

Hi Andrew, you have successfully reserved a room from [Franklin Public Library](#).

Reservation Summary


Reservation #: 6LqAeuW0k4
Friday, September 18, 2026 @ 1:00 pm - 3:30 pm
Fadrow A - Auditorium (\$175.00)

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 Add-ons: Fadrow Room Projector/Microphones/Laptop [ONLY AVAILABLE FOR FADROW ROOM A OR A&B. NOT AVAILABLE FOR B ALONE] (\$40.00), Lectern [Fadrow Room only] (FREE)

Discount: -\$145.00
Total Cost: \$70.00
Amount Paid: \$0.00
Amount Due: \$70.00

Your reservation is subject to the room reservation [terms of use](#).
This document has been attached for your review.

 [Pay for your Reservation](#)

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2. Click on "Pay Now."

The screenshot shows the 'Room Reservation Payment' page for 'Fadrow A' at Franklin Public Library. The page includes a table with reservation details and a 'PAY NOW' button. A red arrow points to the 'PAY NOW' button.

Reservation Date/Time	First Name	Last Name	Email	Total	Payment Status
September 18, 2026 1:00pm - 3:30pm	Your name	Your name	Youremail.com	\$70.00	AWAITING PAYMENT

3. In the window that pops up, fill out your credit/debit card information, and then click "Submit Payment."

The screenshot shows the 'Complete Payment for Room Reservation' modal window. It contains a 'Reservation Summary' section with the following details:

- Room: Fadrow A
- Date/Time: September 18, 2026 1:00pm - 3:30pm
- Total Due: \$70.00

The 'Payment Information' section includes the following fields:

- NAME ON CARD (Required)
- CREDIT CARD NUMBER (Required)
- SECURITY CODE (Required)
- EXPIRATION MONTH (Required) - Month
- EXPIRATION YEAR (Required) - Year

A red arrow points to the 'SUBMIT PAYMENT' button at the bottom right of the modal.

4. Once your payment has been accepted, you will receive an e-mail stating your reservation fee has been paid.

For questions, e-mail fplmeetingrooms@mcfls.org, or call 414-425-8214, X6603.