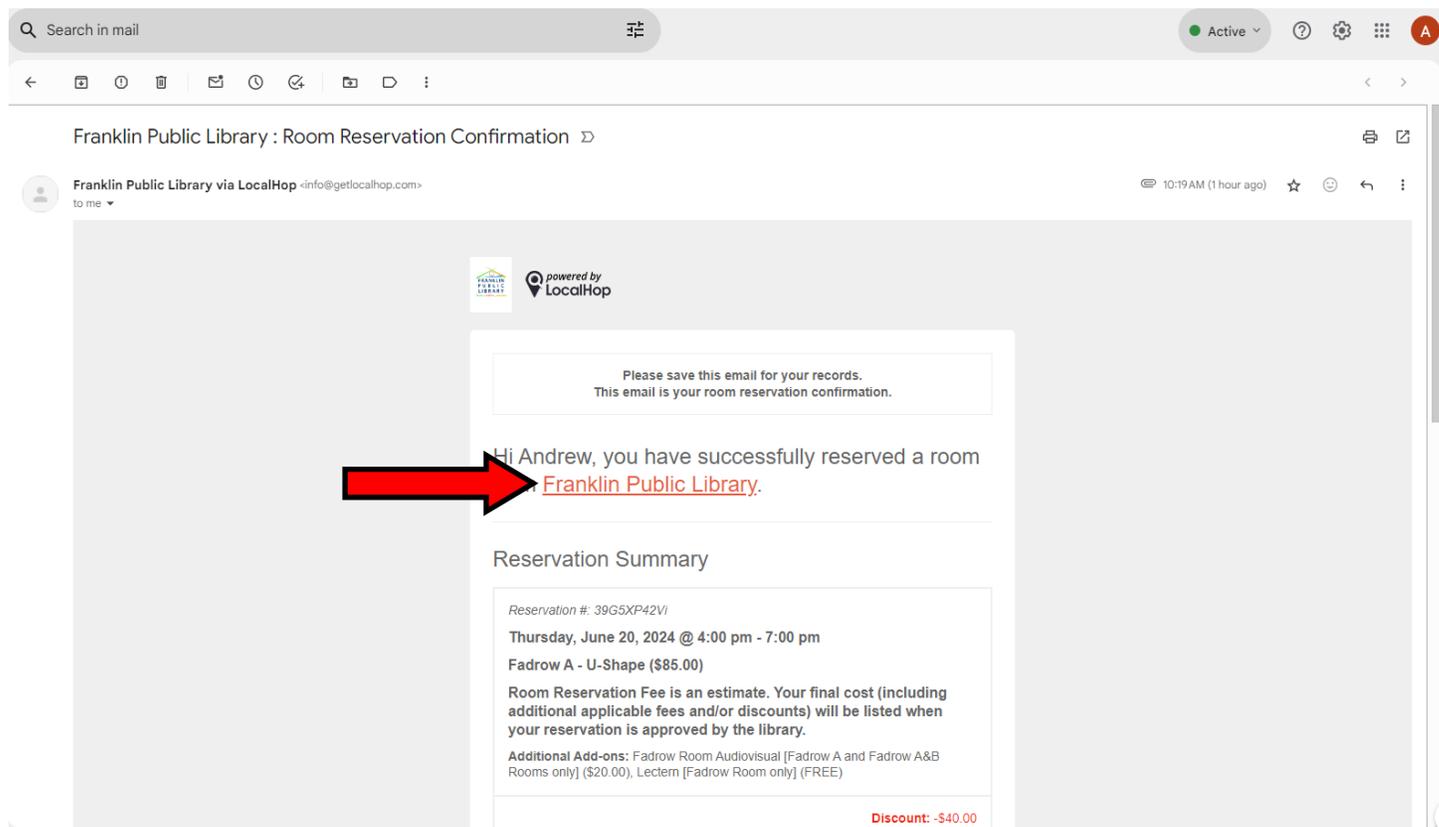
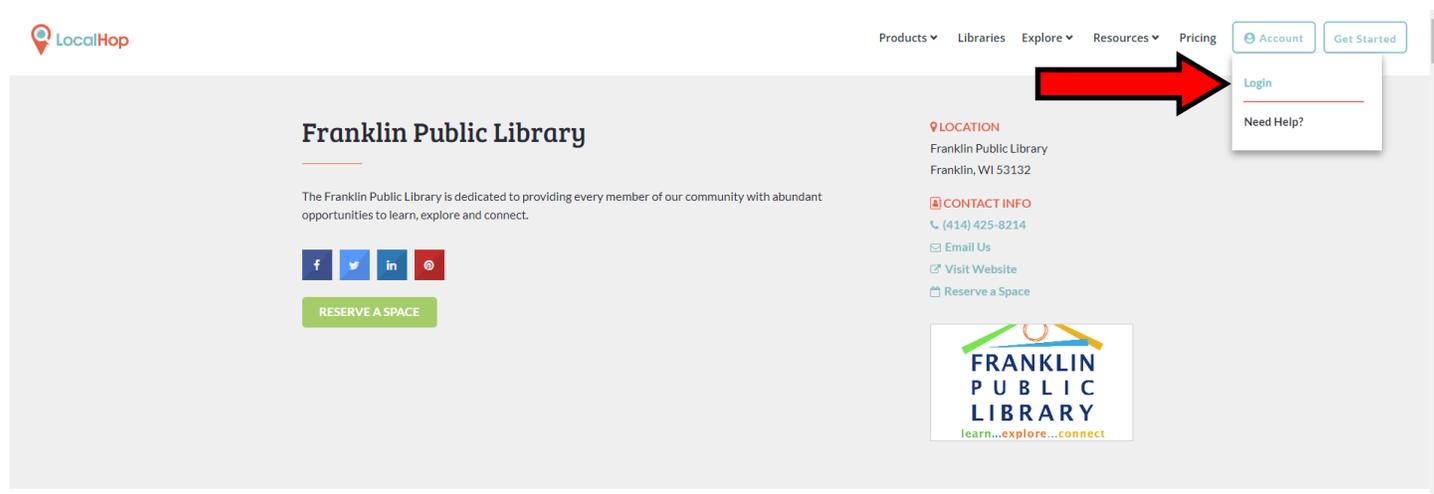


How to pay for your room reservation at Franklin Public Library by credit card In LocalHop

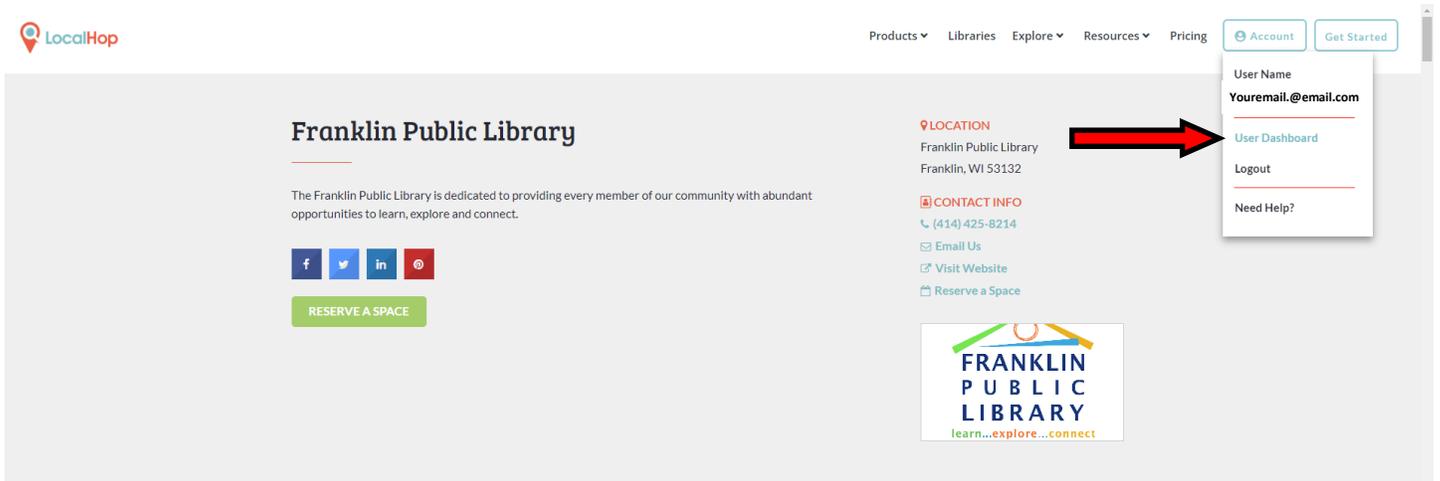
1. Click on the orange Franklin Public Library link in your confirmation email to go to LocalHop.



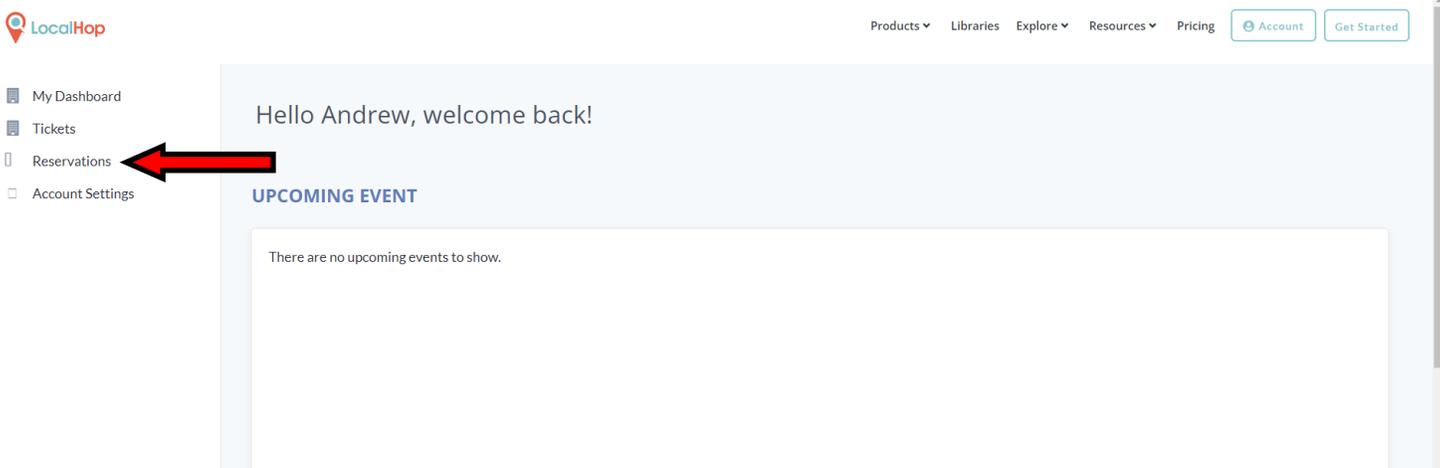
2. Log in to LocalHop with your email and password.



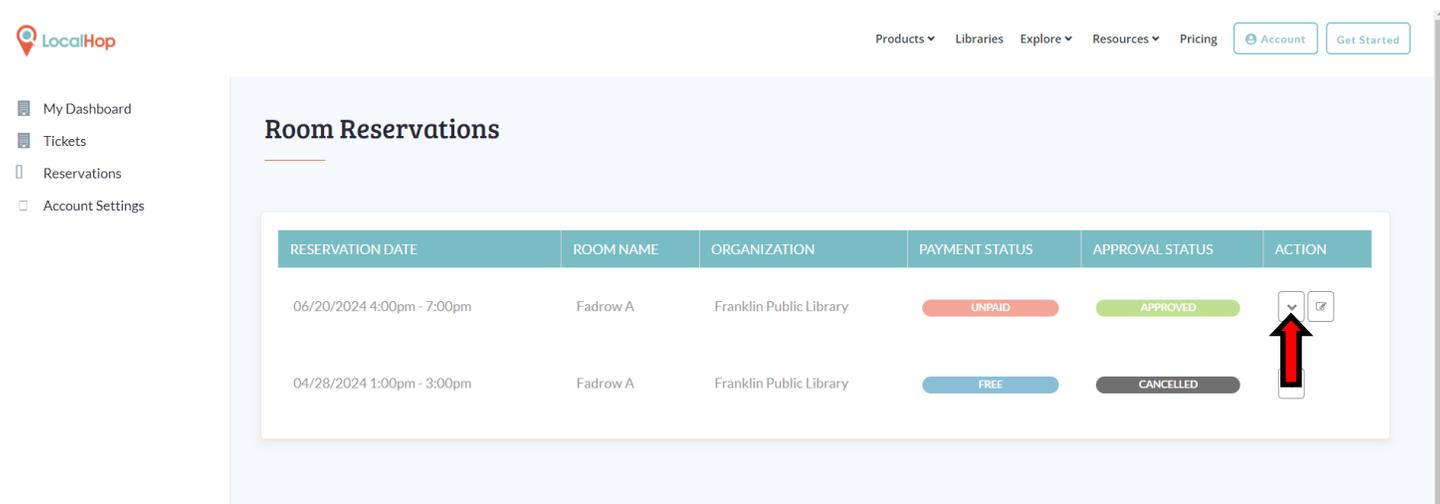
3. Under Account, click on User Dashboard.



4. At the Dashboard, click on Reservations.



5. Under Action, click on the down arrow next to the reservation you want to pay for.



6. Click on Submit Payment on the Reservation Details window that pops up.

(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

ADDITIONAL INFO

Organization Name -- fsdsdf

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) -- false

Street address -- sfsf

City/State/ZIP -- fgdfgdg

Actual beginning time of your event -- dfgdfgdfg

Signature of Responsible Party or Designee -- dfgdfg

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) --

Equipment needed: CLIP-ON MICROPHONE [Fadrow Room A OR Fadrow Room A&B] (Additional fee will apply) --

Equipment needed: Laptop computer (Additional fee will apply) --

Equipment needed: KITCHEN (Additional fee will apply) --

Form of payment to be used for room reservation fee -- Credit Card (Additional processing fee of \$5 will apply)

PAYMENT METHOD

Status: Unpaid

Reservation Total: \$65.00

Amount Paid: \$0.00

SUBMIT PAYMENT

7. Fill out your credit card information and click on Submit Payment to make your payment. A \$5 credit card processing fee is included in the price.

Equipment needed: KITCHEN (Additional fee will apply) --

Form of payment to be used for room reservation fee -- Credit Card (Additional processing fee of \$5 will apply)

Credit Card

NAME ON CARD

CREDIT CARD NUMBER

SECURITY CODE

EXPIRATION DATE

Month

Year

SUBMIT PAYMENT

Total Reservation Price	\$65.00
PRICE INCLUDES ALL APPLICABLE TAXES AND FEES	
Amount Paid	\$0.00
Amount Due	\$65.00

CONTACT INFORMATION