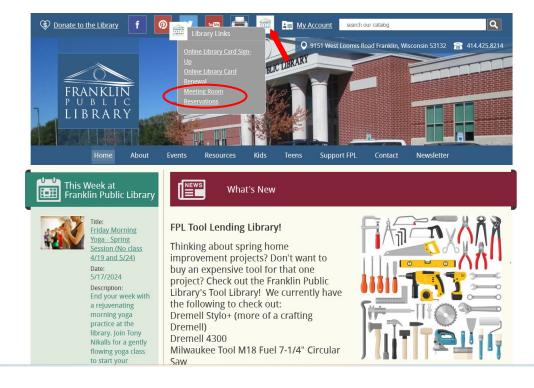
## Reserving a Room at Franklin Public Library using LocalHop

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.

		Products ♥ Libraries Explore	e v Resources v Pricing Account Get Started
Ro	om Reservations for Franklin Pub	lic Library	
Fra 91	rganization Info anklin Public Library (414) 425-8214 51 West Loomis Road http://www.franklinpubliclibrary.org/en- us/default.aspx	Key Available Booked Unavailable Current	
		IP SIZE Up size ROOM EQUIPMENT SEARCH	C
	Sievert Conference Room Seats up to 16 \$35.00 per session Room Recentation Fee Is an estimate. Your final cost (in discounts) will be listed when your reservation is appro	ved by the library.	ACE

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.

	Products * Libraries Explore * Resources * Pricing Gardstand
	Room Reservations for Franklin Public Library
	Organization Info         Key           Transition Funds         (#14) 425 422.4           9533 West Lowell Road         Intra-lifewardingback/brary.org/see           Freeded, V01 53122         undefdanizage
	DATE         SANT TME*         DO TME*         GROUP SZE           04/19/2024         125 PM         V         125 PM         V         Grap Sce         ROOM         COUPMENT         SAMON         C
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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.

CocalHop	Products V Libraries Explore V Resources V Pricing O Account Get Started	
	Room Reservations for Franklin Public Library	
	Organization Info       Key         Franklin Public Library       (414) 425-8214         9151 West Loomis Road       http://www.franklinpublic/library.org/en-          • Available          • Booked         Franklin, WI 53132       us/default.sspx          • Current           • Current          DATE*       START TIME*       END TIME*          • GROUP SIZE           • Coom          • Current          DATE*       Start TIME*       END TIME*          • GROUP SIZE           • Coom          • Current          Mo/15/2024            • Storp M           • 34           • Storp M           • 34           • Coom           • Current          Available Rooms          • Available Rooms           • Start Time*           • Coom           • Coom           • Current	
	PHOTO UNAVAILABLE       Sievert Conference Room       RESERVE SPACE         Seats up to 16 \$35.00 per session       Soom 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.       Reserve space         MORE DETAILS       BOO AM 900 AM 1000 AM 1200 FM 100 FM 200 FM 300 FM 400 FM 500 FM 600 FM 700 FM       Soo FM 600 FM 700 FM	

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

	Products 🛩 Libraries	Explore 🛩 Resou	rces 🗙 🛛 Pricing	Account Get Started
Available Rooms				
PHOTO UNAVAILABLE       Fadrow A         Seats 24-70       \$85.00 per seasion         Room Reservation Fee is an estimate. Your final cost (included for payments made by credit card.         1200PM 100PM 200PM 300PM 400PM 300PM 600PM	ding additional applicable fees and/or by the library. A \$5 processing fee will be	ESERVE SPACE	<b></b>	
PHOTO UNAVAILABLE       Fadrow A&B         Seats 90-170       \$170.00 per session         KORE DETAILS       \$170.00 per session         MORE DETAILS       \$100.00 per session         Looped 100 per session       \$100 per session <th>ding additional applicable fees and/or by the library. A \$5 processing fee will be</th> <th>IESERVE SPACE</th> <th><b></b></th> <th></th>	ding additional applicable fees and/or by the library. A \$5 processing fee will be	IESERVE SPACE	<b></b>	
Fadrow B	R	IESERVE SPACE	←	

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

Add Room Reservation Products   Libraries Explore   Resources   Pricing   Account  Get Started
Reservation Options
EVENT DATE*         START TIME*         END TIME*           08/15/2024         M         7:30 PM         7
Fadrow B     RESERVE SPACE       BLE     Seats 24-60       \$85:00 per session     Room Reservation Fee is an estimate. Your final cost (including additional applicable fees and/or reservation Fee is an estimate. Your final cost (including additional applicable fees and/or reservation Fee is an estimate. Your final cost (including additional applicable fees and/or reservation Fee is an estimate. Your final cost (including additional applicable fees and/or reservation Fee is an estimate. Your final cost (including additional applicable fees and/or reservation Fee is an estimate. Your final cost (including additional applicable fees and/or reservation Fee is an estimate. Your final cost (including additional applicable fees and/or reservation Fee is an estimate. Your final cost (including additional applicable fees and/or reservation Fee is an estimate. Your final cost (including additional applicable fees and/or reservation Fee is an estimate. Your final cost (including additional applicable fees and/or reservation Fee is an estimate. Your final cost (including additional applicable fees and/or reservation Fee is an estimate. Your final cost (including additional applicable fees and/or reservation Fee is an estimate. Your final cost (including additional applicable fees and/or reservation Fee is an estimate. Your final cost (including additional applicable fees and/or reservation Fee is an estimate. Your final cost (including additional applicable fees and/or reservation Fee is an estimate. Your final cost (including additional applicable fees and/or reservation Fee is an estimate. Your final cost (including additional applicable fees and/or reservation Fee is an estimate. Your final cost (including additional applicable fees and/or reservation Fee is an estimate. Your final cost (including additional applicable fees and/or reservation Fee is an estimate. Your final cost (including additional applicable fee is an estimate. You

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

	Reservation Options	s Explore V Resources V Pricing Get Started
PHOTO	Choose Layout	
MORE DETAILS PHOTO UNAVAILABLE MORE DETAILS	Image: Description of the second s	RESERVE SPACE
PHOTO UNAVAILABLE MORE DETAILS	Equipment Add-on Additional Info Contact Info and Reserve Room Included for payments made by credit card.	RESERVE SPACE
	CANCEL BACK CONTINUE	

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.

<b>e</b> LocalHop	Choose Layout	s Explore Y Resources Y Pricing O Account Get Started
	Equipment Add-on	
	Equipment You can reserve optional equipment. INCLUDED None OPTIONAL 50" flat Easel Fadrow Kitchen W Lectern	RESERVE SPACE
PHOTO UNAVALABLE MORE DETAILS	screen [Fadrow Room [Fadrow [Fadrow [Fadrow television Room only] Audiovisual Room only] Room only] (FREE) (FAdrow A (\$25.00) (FREE) and Fadrow A&B Rooms only] (\$20.00)	
	Projector [Sievert Room only] (\$15.00) White Board (FREE)	
PHOTO UNAVAILABLE	Additional Info	RESERVE SPACE
MORE DETAILS	Contact Info and Reserve Room	
	Included for payments made by credit card.  CANCEL BACK 4 600 PM 700 PM B00 PM 900 PM 1 CONTINUE 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 method of payment you plan to use.

Additional Into	EQUIPMENT NEEDED: PROJECTOR [FADROW ROOM A OR FADROW ROOM A&B] (ADDITIONAL FEE WILL APPLY)
DRGANIZATION NAME	Yes 👻
B. Franklin Medicare Seminars	EQUIPMENT NEEDED: HANDHELD MICROPHONE [FADROW ROOM A OR FADROW ROOM A&B] (ADDITIONAL FEE WILL APPLY)
HAVE YOU BOOKED MEETING ROOMS AT THE FRANKLIN PUBLIC LIBRARY BEFORE?	2 microphones -
Yes 🗸	EQUIPMENT NEEDED: CLIP-ON MICROPHONE [FADROW ROOM A OR FADROW ROOM A&B] (ADDITIONAL FEE WILL APPLY)
IS YOUR ORGANIZATION A 501(C)(3) NON-PROFIT ORGANIZATION?	select 👻
No	EQUIPMENT NEEDED: LAPTOP COMPUTER (ADDITIONAL FEE WILL APPLY)
<ul> <li>I will share documentation of my organization's 501(c)(3) non-profit status (if applicable)</li> </ul>	select *
STREET ADDRESS	EQUIPMENT NEEDED: KITCHEN (ADDITIONAL FEE WILL APPLY)
9151 W. Loomis Road	select
CITY/STATE/ZIP	FORM OF PAYMENT TO BE USED FOR ROOM RESERVATION FEE*
Franklin WI 53132	Check *
ACTUAL BEGINNING TIME OF YOUR EVENT	
брт	Contact Info and Reserve Room
SIGNATURE OF RESPONSIBLE PARTY OR DESIGNEE	CANCEL BACK CONTINUE
Jim Patterson	

## 9. Fill out the Contact Information.

	Fadrow A		-s Explore ✔ Resou	urces    Pricing Account Get Started
PHOTO UNAVAILABLE MORE DETAILS	and/or discounts) will be listed when your reserva will be included for payments made by credit card	Your final cost (including additional applicable fees ation is approved by the library. A \$5 processing fee	RESERVE SPACE	
PHOTO UNAVALABLE MORE DETAILS	Contact Information FIRST NAME* Jim PHONE NUMBER* (414) 425-8214	LAST NAME * Patterson EMAIL ADDRESS * Youremail@??????com	RESERVE SPACE	
Unavailable Roo	DESCRIPTION OF EVENT *	ering for Medicare		

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.

	DESCRIPTION OF EVENT *	s Explore * Resources * Pricing 🛛 Account Get Started
*	Informational seminar for seniors about registering for Medicare	
Unavailable Roo	NOTES (OPTIONAL)	
PHOTO UNAVAILABLE MORE DETAILS	<ul> <li>✓ Yes, the room reservation terms of use have been accepted.</li> <li>Room Rate: \$85.00/per session \$85.00</li> <li>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.</li> <li>Fadrow Room Audiovisual [Fadrow A and Fadrow A&amp;B Rooms only] \$20.00</li> <li>Lectern [Fadrow Room only] FREE</li> </ul>	
LocalHop ABOUT LocalHop is an event man	Total Price     \$105.00       PRICE INCLUDES ALL APPLICABLE TAXES AND FEES	CONNECT WITH US  Facebook  Twitter  LinkedIn
web calendars, and registra businesses in Kalamazoo a	tion systems to organizations and small	50
launched in October 2015	CANCEL BACK Terms of Service RESERVE	
LOCATION	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.

	Products 🛩	Libraries Explore V Resources V Pricing O Account Get Started
Available F	Add Room Reservation	
	Reservation Options	
	Choose Layout	RESERVE SPACE
	Equipment Add-on	
MORE DET	Additional Info	
	Contact Info and Reserve Room	
	Confirmation	
Unavailabi	Roo The room request has been submitted. To view the reservation details and status, go to the reservations section of your User Dashboard.	
	Stb.DD 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.	
	9:00 AM 10:00 AM 11:00 AM 12:00 PM 1:00 PM 2:00 PM 3:00 PM 4:00 PM 5:00 PM 5:00 PM 2:00 PM	L

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.* 

