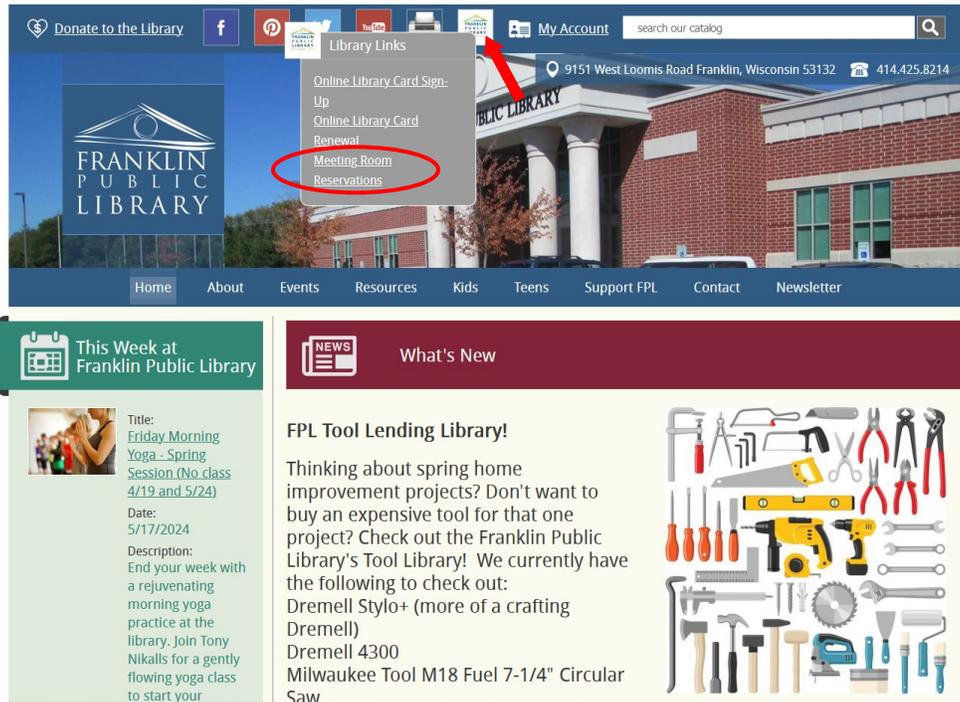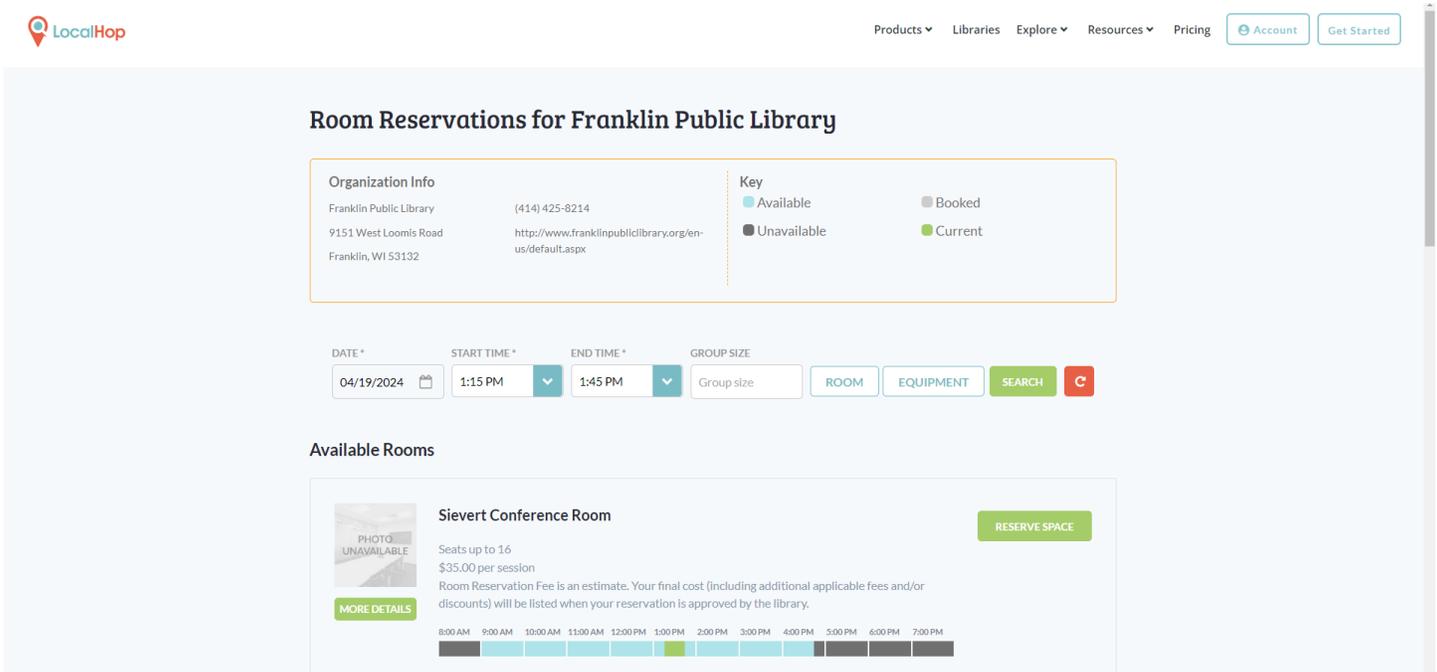# Reserving a Room at Franklin Public Library using LocalHop

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.
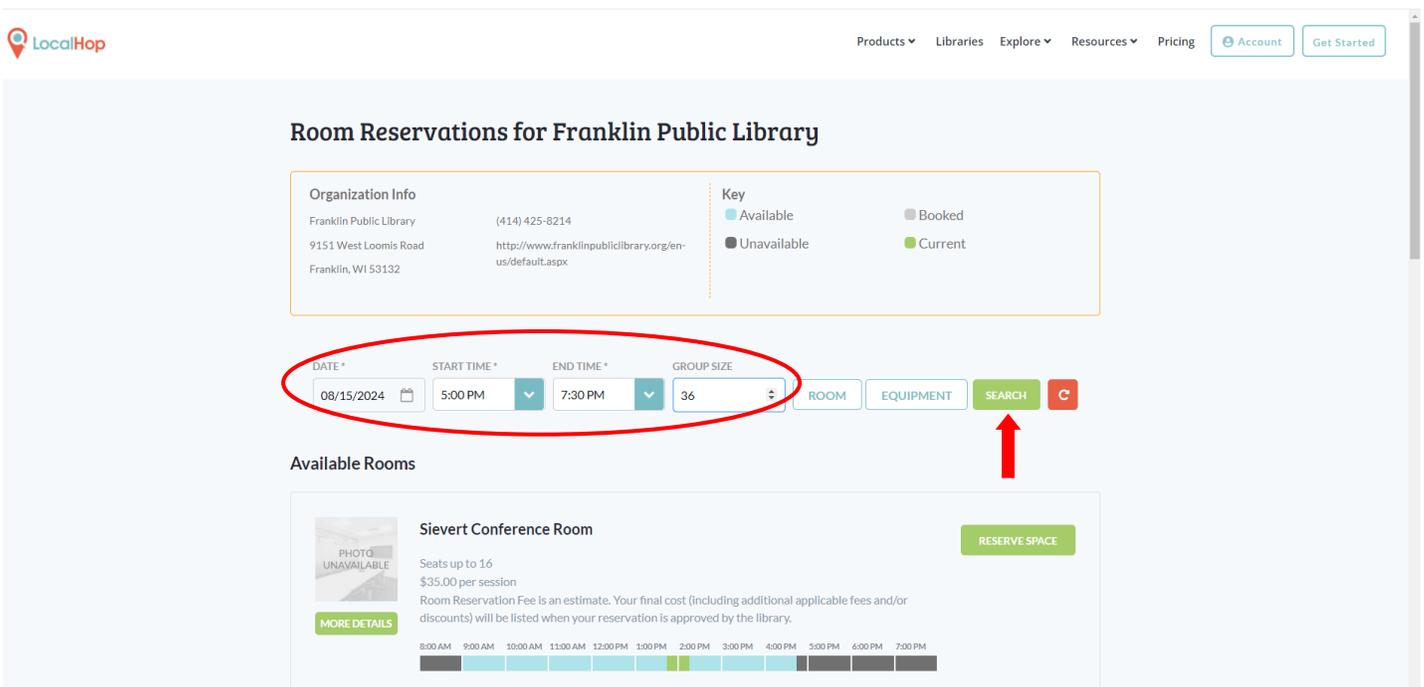

This will take you to the main page for LocalHop room reservations for Franklin Public Library.

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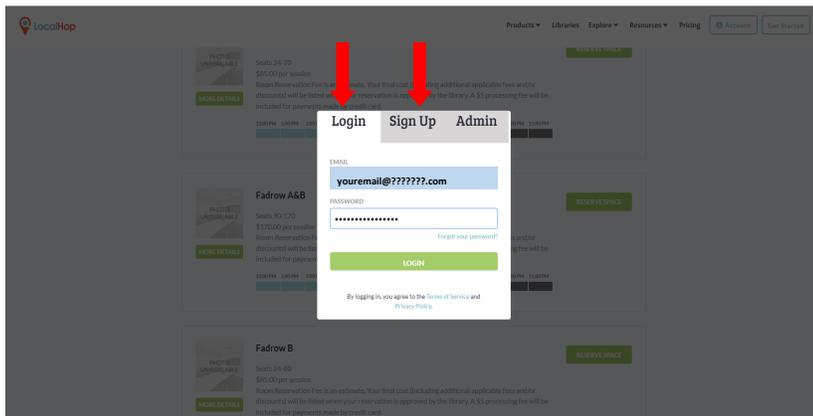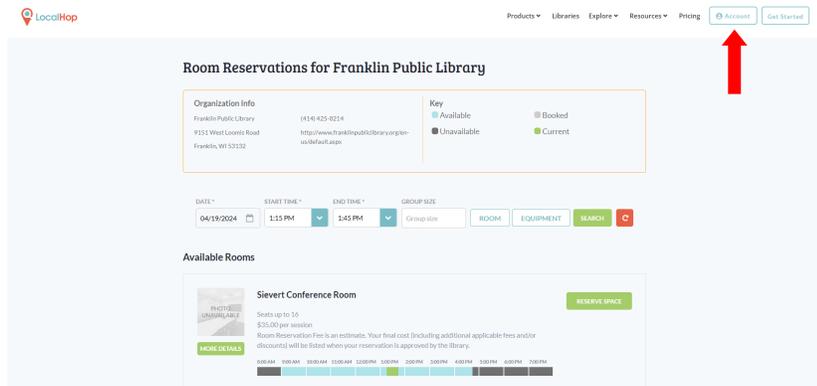
3. At the main LocalHop page, choose the date and time you want to reserve, and type in the number of people you expect at your event. Then, click Search.

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

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

6. Choose the room setup you want, and type in the number of people you expect for your event.
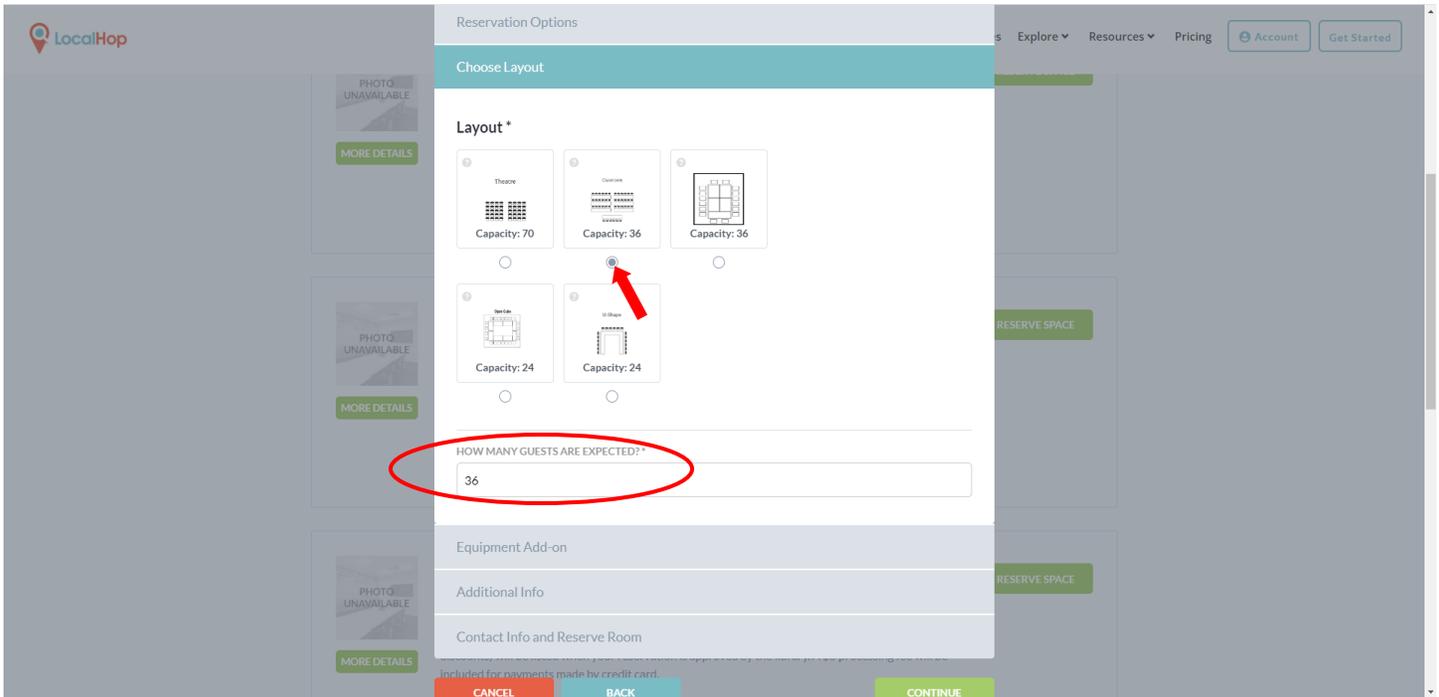
7. Click to choose any equipment you want to use for your event. Charges may apply.

"Fadrow Room Audiovisual" includes the projector and screen and microphones.
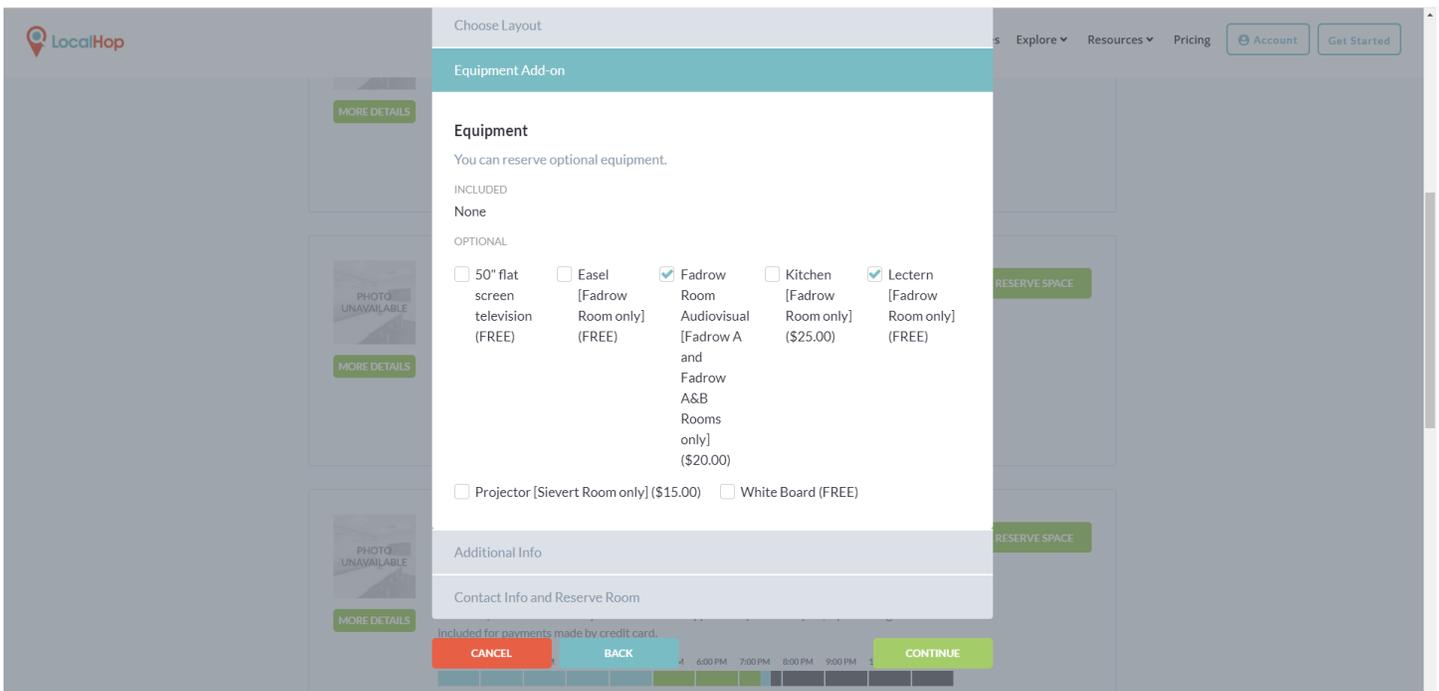
8. Fill out the Additional Info section. Make your selection(s) for each specific piece of equipment you want to use during your event (some equipment is only available for certain rooms).

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

9. Fill out the Contact Information.

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.

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.

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.*

FRANKLIN PUBLIC LIBRARY

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