

The meeting rooms available at the Calcasieu Parish Public Library are available for use by charitable, civic, cultural, educational, informational, intellectual, or religious activities (with the exception of worship services) in keeping with the mission of the Calcasieu Parish Public Library.

**Read the complete Meeting Room Policy and Rules and Regulations for Meeting Room Use to determine if your request is eligible.**

[www.calcasieulibrary.org/meetingrooms](http://www.calcasieulibrary.org/meetingrooms)



**Meeting rooms are available at six of our thirteen branches.**

**Carnegie Memorial Library**  
(337) 721-7084

Monday - Friday 9:00 a.m. to 6:00 p.m.  
Saturday 9:00 a.m. to 5:00 p.m.

**Central Library**  
(337) 721-7116

Monday - Thursday 9:00 a.m. to 8:00 p.m.  
Friday 9:00 a.m. to 6:00 p.m.  
Saturday 9:00 a.m. to 5:00 p.m.  
Sunday 2:00 p.m. to 6:00 p.m.

**Epps Memorial Library**  
(337) 721-7090

Monday - Thursday 9:00 a.m. to 8:00 p.m.  
Friday 9:00 a.m. to 6:00 p.m.  
Saturday 9:00 a.m. to 5:00 p.m.

**Moss Bluff Library**  
(337) 721-7128

Monday - Thursday 9:00 a.m. to 8:00 p.m.  
Friday 9:00 a.m. to 6:00 p.m.  
Saturday 9:00 a.m. to 5:00 p.m.

**Sulphur Regional Library**  
(337) 721-7141

Monday - Thursday 9:00 a.m. to 8:00 p.m.  
Friday 9:00 a.m. to 6:00 p.m.  
Saturday 9:00 a.m. to 5:00 p.m.  
Sunday 2:00 p.m. to 6:00 p.m.

**Westlake Library**  
(337) 721-7113

Monday - Friday 9:00 a.m. to 6:00 p.m.

**NOTE: Standard fixtures vary with each room. For rooms with stationary projection screen, stationary projectors, or monitors, contact branch in advance when required for meeting.**

# Requesting a Meeting Room



The Calcasieu Parish Public Library has six public meeting rooms and three conference rooms available for booking and can now be reserved online.

Log on to

[www.calcasieulibrary.org](http://www.calcasieulibrary.org)

And look for  
“Meeting Room Request”  
under the  
**Interact**  
tab in the top menu



Revised: 11/2011

# Here are the steps you should follow to request a room:

Visit our online request form found at [www.calcasieulibrary.org/meetingrooms](http://www.calcasieulibrary.org/meetingrooms)

## Step One:

When you arrive at the calendar, choose the branch you wish to reserve a room at in the left hand menu and click on the plus [+ ] sign.

When a branch is chosen, the menu will expand listing the various

## Step Two:

Choose the room you want to reserve by clicking in the box next to it and then choosing "Refresh"

## Step Three:

The calendar will then show only that particular room with the programs that have already been booked.

Simply choose the date that you want to reserve a room for (it will highlight in yellow) and click on it.

## Step Four:

A list will then pop up showing the times that the room is available for. Click on the box next to a start time and an end time for your reservation and click on "Continue"

(Note: All of the boxes in between the start time and end time will be checked.)

## Step Five:

The Room Request Contact Information Form will appear. Fill in the required information and click on "Verify Request"

Once complete, review the information on the next page and submit your request!

A confirmation email will be sent to the address provided that will state that the application will be reviewed and that the applicant will need to visit the branch to sign the form (and pay the fees, if applicable).