

# Using GRPL Room Reservation System

Follow these steps to request a room reservation at GRPL. If you have any questions about a specific request or the space reservation process, email [rooms@grpl.org](mailto:rooms@grpl.org) or call 616-988-5409.

## Step 1: Find the room

Navigate to GRPL's [Facility Rentals and Meeting Spaces Page](#). Click "Reserve" underneath the space you want to request.

### Ryerson Auditorium

Level 3 | Main Library | 111 Library Street NE | 49503

Part of the historic 1904 Ryerson Library building, this large auditorium has a raised stage area and adjustable lighting. Other features include:

- Beautiful arched windows and intricate crown moulding
- Various seating layouts, including Board Room (40 people), Classroom (40 people), U-Shaped Table (34 people), and Theater style (120 people)
- Available equipment included with rental: Podium, computer station & laptop, projector & screen, microphones, sound board, and tables & chairs.

Rate: \$325 (4 hours or less) + \$75 for each additional hour or partial hour not to exceed \$625.



## Step 2: Navigate to the desired date

At the bottom of the page is an availability grid for that room. White spaces indicate the room is not available for that day and time. Click on the "Next Available" button to navigate to the next available date and time, or click the "Go To Date" button to use a pop-up calendar to select another day. Click "Week View" to display an entire week at a time.

**Thursday, February 13, 2025**

First select a start time from the grid below. You will then be able to modify the end date/time in the dropdown below the grid.

Space	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM
Auditorium (AUD) (Capacity 120)										

Available  Your Booking  Unavailable/Padding

## Step 3: Select a reservation date and start time

Red-shaded boxes indicate a reservation already exists for that time. Green-shaded boxes indicate the space is available to be reserved. Click on a green block representing the desired start time for your reservation.

**Thursday, February 27, 2025**

First select a start time from the grid below. You will then be able to modify the end date/time in the dropdown below the grid.

Space	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM
Auditorium (AUD) (Capacity 120)										

Available  Your Booking  Unavailable/Padding

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# Step 4: Adjust the reservation end time

Yellow-shaded boxes represent your reservation request. The default length of a reservation is two hours, but you can adjust this using the drop down that appears below the grid. The total cost is also displayed. When finished, click "Submit Times."

Thursday, February 27, 2025

Go To Date < >

Day View Week View

First select a start time from the grid below. You will then be able to modify the end date/time in the dropdown below the grid.

Space	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM
Auditorium (AUD) (Capacity 120)										

Available Your Booking Unavailable/Padding

Auditorium (AUD): 4:30 PM Thursday, February 27, 2025 until... 6:30 PM Thu Feb 27th 2025 \$325.00

Total cost for this reservation: \$325.00

Submit Times

# Step 5: Complete the reservation form

Fill out the rest of the form to finish your booking request. If you need to change the booking details (date, time, or location), click the "Change" link in the top right corner.

Grand Rapids Public Library / LibCal / Public Reservations / Space Availability - Auditorium (AUD)

## Finish Booking

Fill out this form to submit your booking for approval. You will receive an additional follow up email with the Library's decision.

These times will be held for you until 12:07 PM Thursday, February 13, 2025. If you do not complete your booking before that time, another patron may book these times.

First Name \*  
Last Name \*  
Email \*  
Name of Group \*  
Group Address (include city, state, zip) \*  
Group and meeting description \*  
Meeting type \*  
 Open to public

Booking Details

Change



Auditorium (AUD)  
Public Reservations | Third Floor  
120

Date: Thursday, February 27, 2025  
Time: 4:30 PM - 6:30 PM  
Cost: \$325.00

## Step 6: Agree to Terms and Conditions and Submit Form

When finished with the form, click the check box indicating your acceptance of GRPL's Terms & Conditions. Then click "Submit my Booking."

Additional Comments

I agree to the [Terms & Conditions](#) of this booking.

This booking will cost \$325.00.

Submit my Booking

## Step 7: open verification email and click the verification link

A verification message will be sent to the email address used for the reservation request. **You must click the email link to confirm your booking.** Unconfirmed reservations are automatically cancelled.

Hi Test,

Thank you for your recent request to reserve space at the Grand Rapids Public Library. The first step in the process is to verify your request by visiting: [https://grpl.libcal.com/equipment/confirm/cs\\_mPlmmNtx?v=a8cbd7ab532b96917e3841f79330cc30](https://grpl.libcal.com/equipment/confirm/cs_mPlmmNtx?v=a8cbd7ab532b96917e3841f79330cc30).

You have 1 day to confirm your booking.

**Space Information**  
**Location:** Main Library  
**Zone:** Third Floor  
**Space:** Auditorium (AUD)

## Step 8: Follow instructions sent via email

Additional emails will be sent as the process proceeds, providing additional information and action steps. Be sure to check your email regularly.