

Instructions for Reserving the Oak and/or Rose Rooms Online

1. Familiarize yourself with the [Meeting Room Policies and Procedures](#).
2. Go to the Library's Evanced website: <https://or.evanced.info/wilsonville/lib/roomrequest.asp>
3. On the left side of the screen, check the room(s) whose availability you want to see. If you hover your cursor over the room names, you will see detailed information about each room.
4. Select the month you want by clicking on the drop down menu at the center of the calendar. Please note that you can only reserve up to two months in advance.
5. Click on the number of the date you want to reserve. *Please note that you must reserve at least **two weeks in advance**. You will not be able to select dates before that time.*
6. Select the start and end time of your reservation by clicking the boxes next to the time you want to reserve. *Remember that users are responsible for set up and clean up within the reserved time.*
7. Click "Continue."
8. On the application form, make sure that the Room Name, the Date, and the Meeting Times (which should include setup and cleanup time) are correct. Fill out the form as indicated. Be sure to include your correct email address.
9. Select the appropriate Cost Classification. *If you are not a local non-profit children's organization or a 501(c)3/government group, then your classification is "Individ/Business."*
10. Click "Verify Request."
11. Make sure that the information you provided is accurate. Use the browser's "Back" button to make any changes.
12. Click "Continue to Payment Options."
13. You may pay by check or credit card.

If you select "Check," then you will see a screen telling you that you have a **temporary** reservation, and the amount that you owe. You will receive an email with the same information. Once your reservation has been accepted, you will need to drop off or mail a check for the fees.

If you select "Credit Card," then you will see a screen asking for your credit card information. You will receive an email with the information about your **temporary** reservation. Your card will not be charged until your reservation has been accepted.
14. Click "Process Payment"
15. You will see a screen that says you have a temporary reservation, and you will receive an email with the same information. Congratulations! You now have a temporary conference room reservation.

16. You will receive an email either accepting or denying your request. If your reservation is accepted, then once payment has been received you will receive a confirmation email saying that the room is reserved for your use.

If you have any questions, please feel free to call the Library at 503-682-2744.