

# SPACES: Meeting Room Reservations

The Library's new "Spaces" software is a quick and easy way to reserve Library meeting rooms from any computer or mobile device. To reserve a room, visit <http://hclibrary.evanced.info/spaces>.

If you are reserving a room for the first time, you will need to create an account.

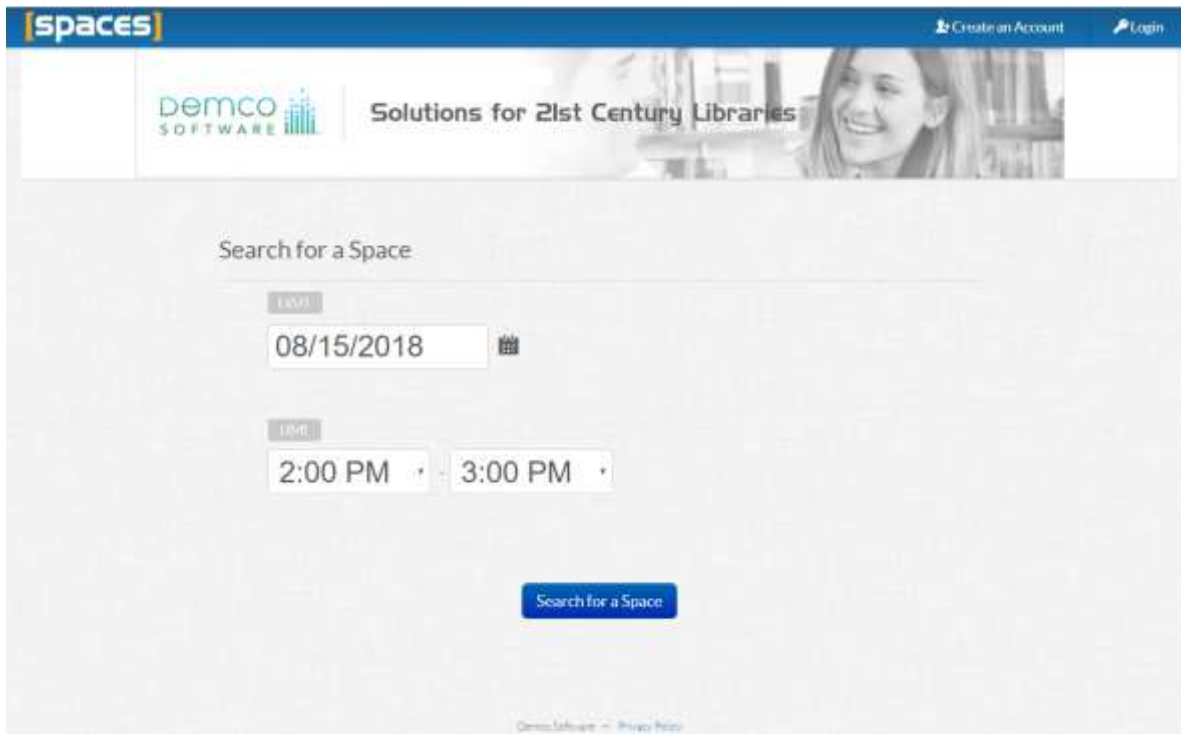
## Creating an Account



1. Click "Create an Account" in the upper right-hand corner of the page
2. Complete the form with the required information
  - a. First Name
  - b. Last Name
  - c. Email
  - d. Password
  - e. Phone Number (optional)
  - f. Primary Location (optional)
3. Click "Create Account"
4. Check your email. You will receive an email with a link to confirm your account. Click on the link and you are ready to reserve a room!

## Requesting a Meeting Room

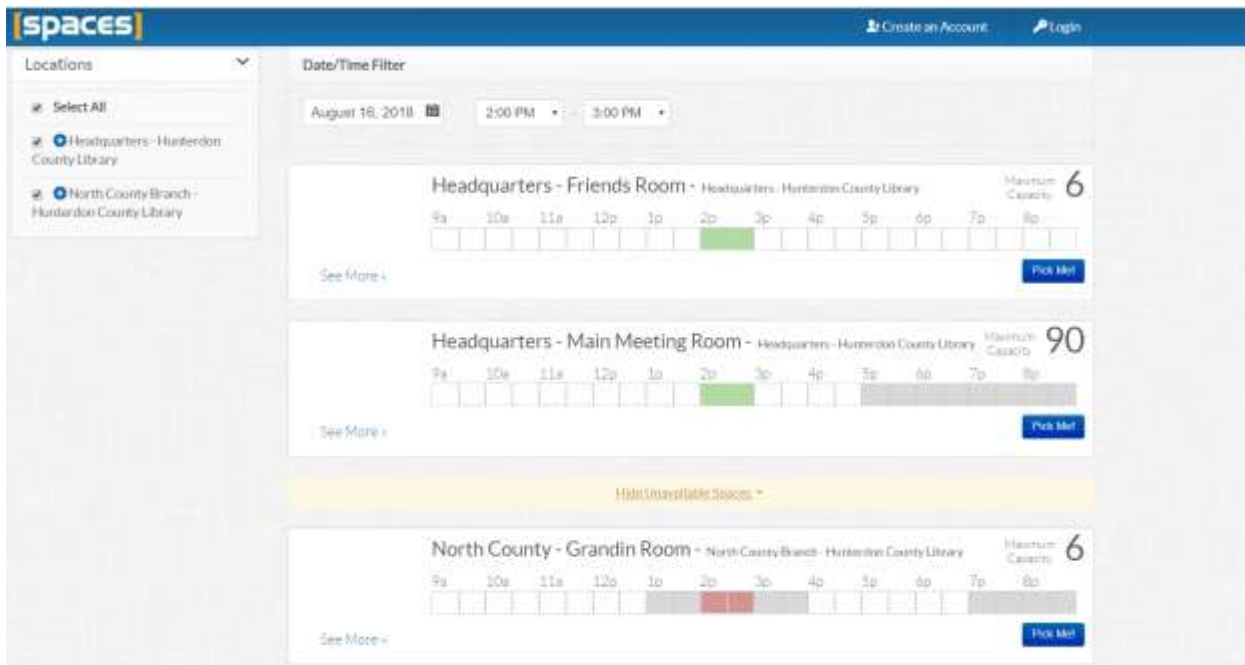
1. Log into your account



2. Enter your preferred date and time and click "Search for a Space"

3. You will see a list of all available meeting rooms, listed in order of capacity

- a) You can filter your search options by using the “Locations” and “Equipment” sections on the left-side of the screen.



4. Select the room you want to reserve and click “Pick Me” Please note: if the room you have chosen is unavailable, the time will display in red.

5. Complete the application by filling in the following fields

- a) Purpose: state the purpose of your meeting room use
- b) Choose organization: If you are affiliated with an organization, click “Join an Organization” and choose your organization from the list. **If your organization is not listed, choose “Other” and specify your organization in the “Purpose” field. If you are not affiliated with an organization, choose “No organization”.**
- c) Would you like your group's information included on our website's Calendar of Events? Yes No
- d) How many people are you expecting?

**Review the following:**

- Room must be clean when reservation has ended
- All meetings must be open to the general public.
- No admission fees shall be charged.
- No food or drink is permitted in certain meeting spaces.
- Scheduled use of room may be subject to cancellation.

Once you have read the Terms and Conditions, check “I understand the terms and conditions for room use as outlined here: Terms and Conditions.”

**Click “Submit Request”**

- Check your email. You will receive an email stating that your request has been submitted.
- Please note: the room is not reserved until Library staff have reviewed and approved your application.
- When your application has been reviewed, you will receive an email notifying you if your request has been approved or denied.

## **Managing Your Account**

When you log into your account, you have the ability to manage your reservations, including:

- a) Viewing if a reservation is pending or has been approved
- b) Editing or canceling a reservation
- c) Viewing your reservation history
- d) Making a new reservation
- e) Joining or editing your list of organizations

## **Resetting Your Password**

If you forget your password, simply click “Login”, then click “Forgot Your Password?” Instructions for resetting your password will be emailed to you.