

HOW TO RESERVE A ROOM

You will need a working email account to reserve meeting space. Because all communication regarding meeting room requests is conducted by email a working account is mandatory. Free email accounts can be set up through Microsoft's Outlook.com or Google's Gmail. Please visit the library if you need help setting up your email account.

1. Start the reservation process by clicking the RESERVE A ROOM button on this page
2. On the spaces landing page, select the DATE and TIME period you want to reserve. Reservations must be made at least 72 hours prior to the meeting time, and no more than 30 days in advance.
3. Click the SEARCH FOR A SPACE button
4. You will be taken to a page showing room availability on the date you requested.
 - If the time you want the boxes will be Red or Grey
 - If a time period is available, the boxes will be either White or Green
5. If the time you want is shaded Green, click the PICK ME button.
6. You will be prompted to log into your SPACES account or create a new account.
7. Enter the purpose of the meeting. Please be descriptive. Incomplete responses may result in your request being denied.
8. Select your organization from the drop menu. If your organization is not listed, you can create an organization now. You will not be able to book rooms under the organization's name until the new group has been approved by the library's staff. If you don't belong to an organization, select "No Organization."
9. Select any additional equipment you may need in the room. Equipment requests must be made at the time of room request.

Once you have successfully submitted your request, the date and time you requested will appear as PENDING. You will receive an email confirming your request was submitted. Once the library's staff has reviewed your request, you will receive another email to let you know if your room request was approved or denied. It may take up to 48 hours before a pending request is approved.