

Spaces User Guide for Meeting Room Reservation Requests

February, 2019

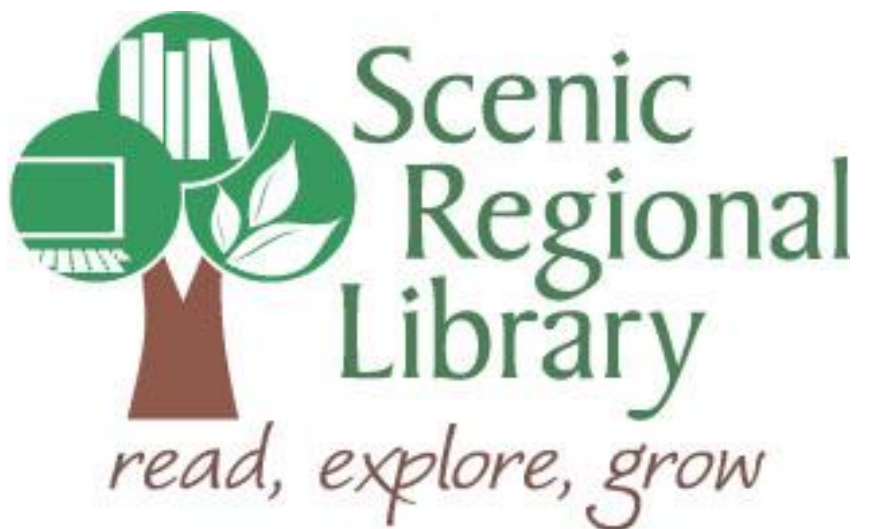


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Welcome!

Scenic Regional Library meeting rooms are available for use free of charge by community groups and organizations whose membership is composed primarily of residents of the Scenic Regional Library District as well as educational and governmental institutions.

Scenic Regional Library uses Spaces software to manage meeting room space. In order to request meeting room space at a Scenic Regional Library branch, you will need to create a Spaces account.

Creating a Spaces Account

Please note that you must have an email address to create a Spaces account. If you do not have an email address, then someone else in your organization that does have an email address will need to create and manage the Spaces account.

Follow these steps to create a Spaces account.

1. Go to www.scenicregional.org.
2. Click on "Meeting Rooms."



3. Read the Meeting Room Policy.

Meeting Room Policy

Scenic Regional Library District offers rooms in its branches to provide businesses, nonprofit organizations, community groups, and individuals with access to semi-private meeting space.

Use of the meeting rooms by the public is subject to the following regulations:

Library programs and library-related programs have priority over all other room reservations and shall receive preference in the event of a scheduling conflict. Groups may be denied use of meeting rooms or asked to reschedule a previous room reservation if a conflict arises with a Library-sponsored function. Should it become necessary for the Library to cancel a reservation, every reasonable effort will be made to contact the affected group as soon as possible.

Use of the meeting rooms is by reservation only. Reservations must be made through the online reservation system available on the library's website. Upon the approval of library staff, individuals and small groups may use a meeting room on a walk-in basis if it is not reserved during a certain time.

Meeting rooms must be left clean and in the original condition. Groups must dispose of trash, vacuum, and wipe down all tables and counters, if needed. A vacuum cleaner is available in the meeting room storage closet.

The applicant or representative of the group assumes financial responsibility for any damage done to library facilities or equipment.

Individuals reserving meeting rooms for a group must be at least 18 years old.

Use of the library meeting rooms is free.

Library staff reserves the right to enter all meetings held in Library District facilities (except lawful executive sessions of governmental bodies).

Groups may not impose admission or entry fees.

Creating a Spaces Account, continued

4. Click "I Agree to the Meeting Room Policy."

the room.

Groups or individuals using meeting rooms and study rooms shall indemnify, defend and hold harmless the Library its trustees, officers, agents, and employees from and against any and all losses, damages, claims, costs, suits, actions of any kind, arising and resulting and accruing from any act, omission or error of the such group or individual and any users, employees, agents, representatives, guests, invitees, resulting in or relating to personal injuries or property damage arising from the group's or individual's use of the Library.

Adopted January 15, 2019

☒ I AGREE TO THE MEETING ROOM POLICY

5. Click "Create An Account."

spaces [Create an Account](#) [Login](#)

demco SOFTWARE Solutions for 21st Century Libraries

Search for a Space

DATE 12/11/2018

6. Complete the fields.
7. Click "Create Account."

Create an Account for Spaces

* First Name:

* Last Name:

* Email:

* Password:

Phone Number:

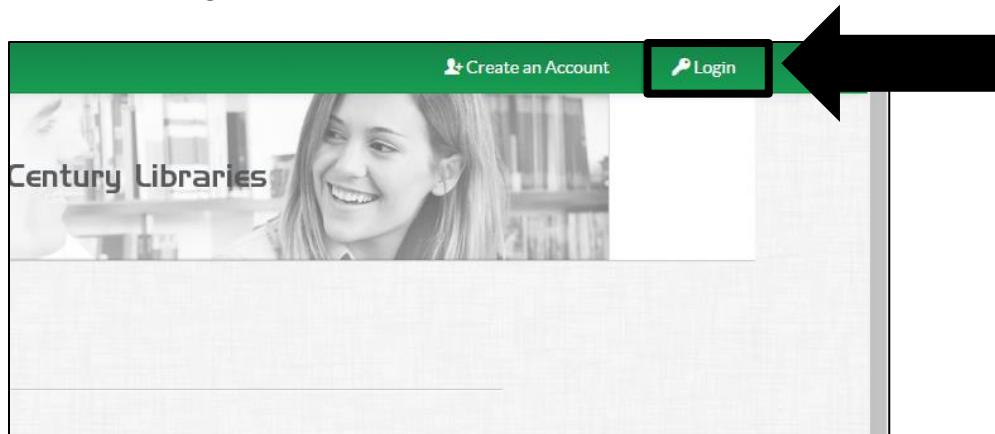
Primary Location: Warrenton Branch

Cancel Create Account

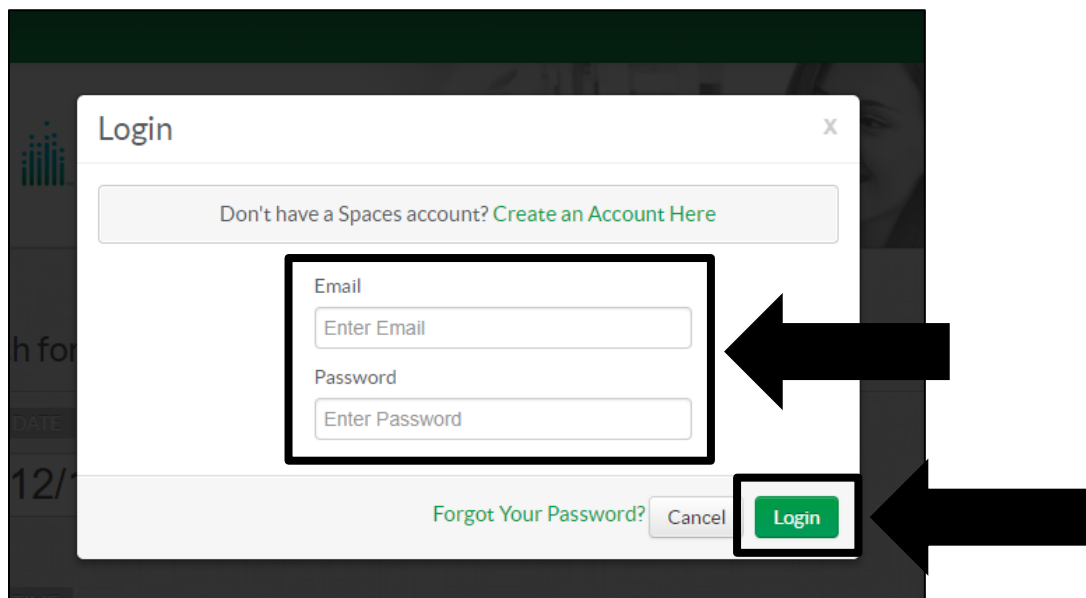
Logging into Your Spaces Account

Each time you want to use your Spaces Account, you will need to log into it.

1. Click "Login."



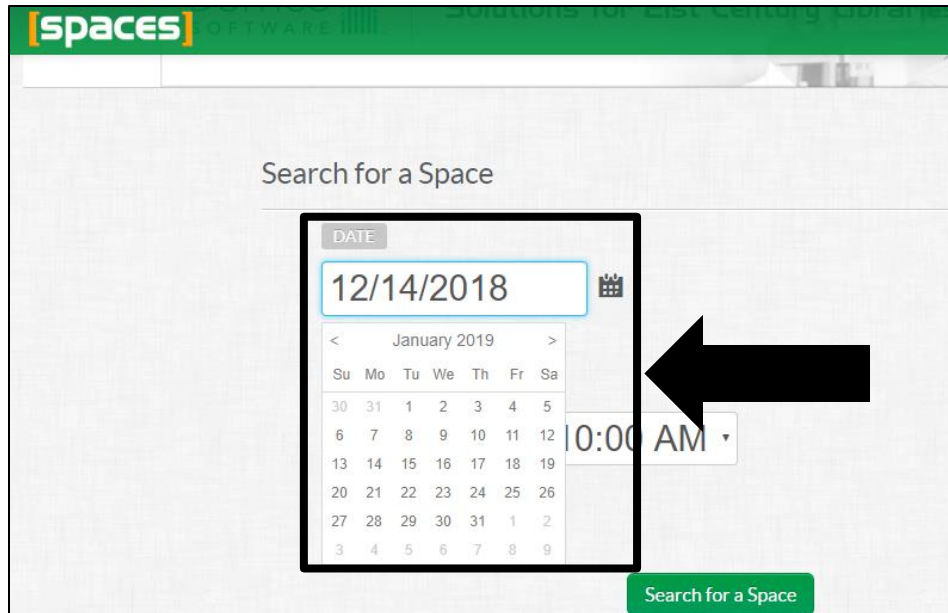
2. Enter the email and password.
3. Click "Login."



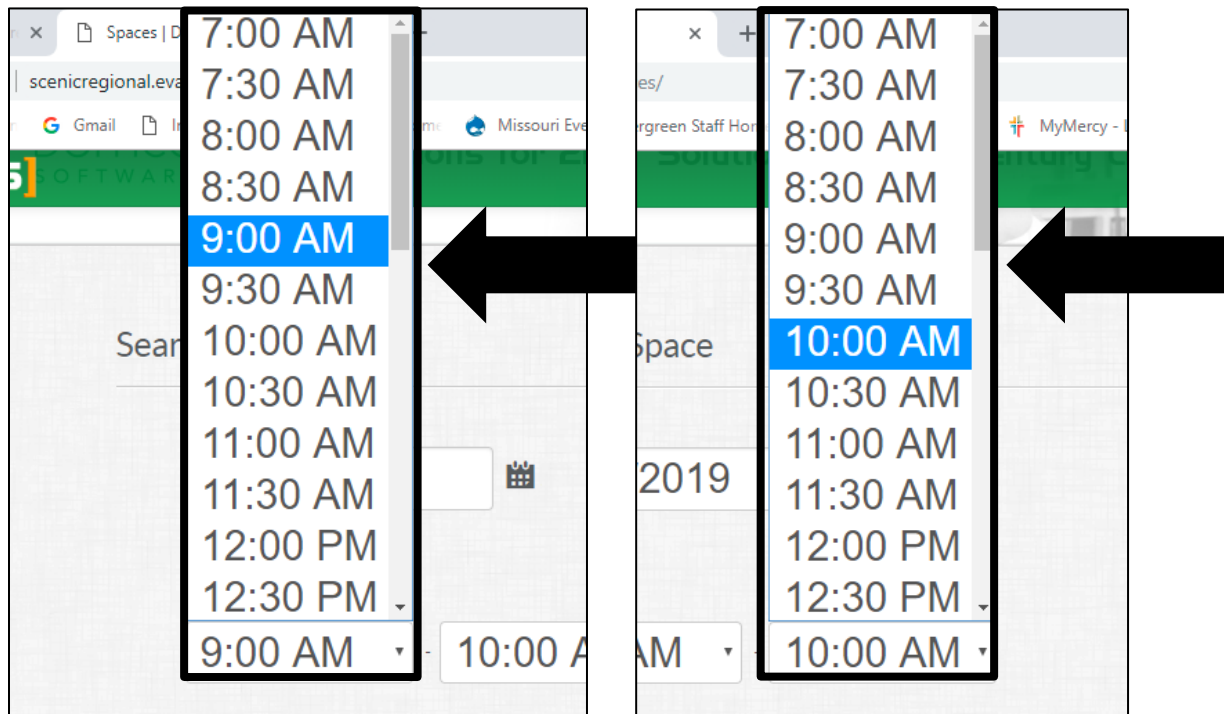
Requesting a Meeting Room Reservation

Follow these steps to search for a meeting room.

1. Select a date.

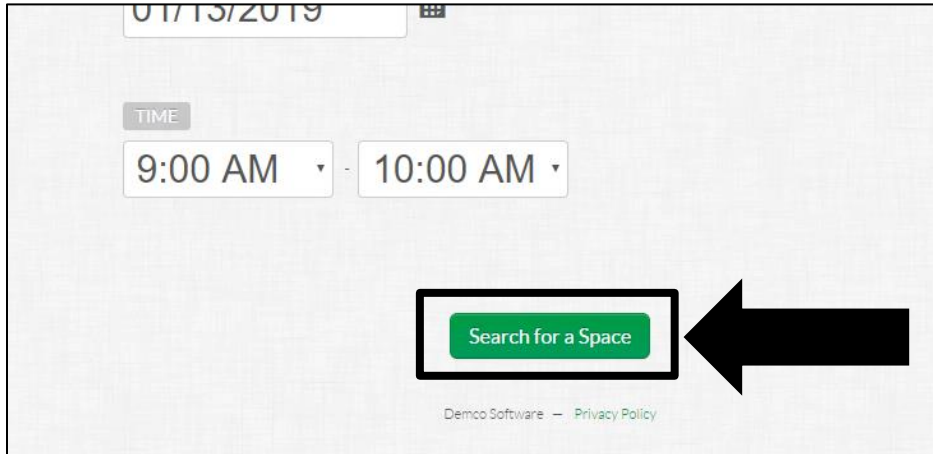


2. Select a start time and end time.



Requesting a Meeting Room Reservation, continued

3. Click "Search for a Space."



01/13/2019

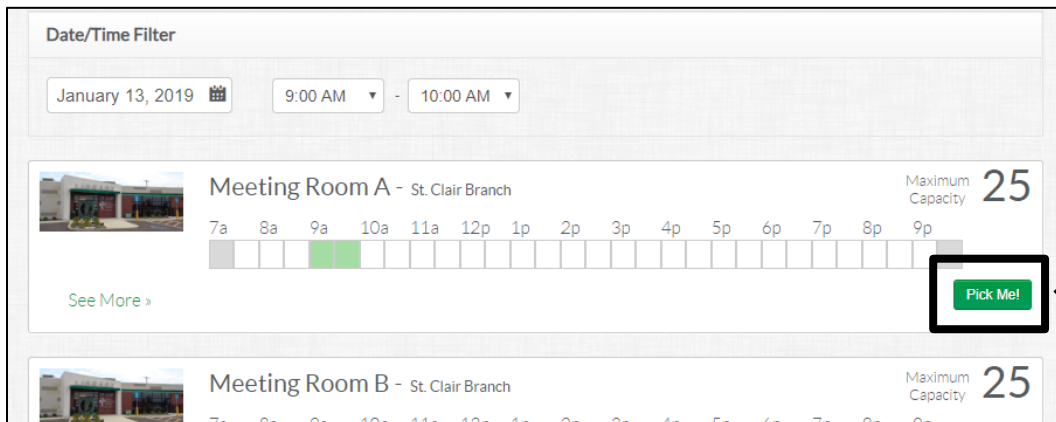
TIME

9:00 AM - 10:00 AM

Search for a Space

Demco Software — Privacy Policy

4. Click "Pick Me."



Date/Time Filter

January 13, 2019 9:00 AM - 10:00 AM

Meeting Room A - St. Clair Branch Maximum Capacity **25**

7a 8a 9a 10a 11a 12p 1p 2p 3p 4p 5p 6p 7p 8p 9p

[See More »](#)

Pick Me!

Meeting Room B - St. Clair Branch Maximum Capacity **25**

7a 8a 9a 10a 11a 12p 1p 2p 3p 4p 5p 6p 7p 8p 9p

Requesting a Meeting Room Reservation, continued

5. Enter the purpose and choose "No Organization."
6. Click "Submit Request."

Meeting Room A - St. Clair Branch

My Account Logout

7a 8a 9a 10a 11a 12p 1p 2p 3p 4p 5p 6p 7p 8p 9p

INCLUDED

Projector/Screen
Television
Lectern/Podium
Chairs
Microphone
Tables

Stacy Emerson
scenicregionallibrarytraining@gmail.com
(636) 583-0652

* Purpose...

Choose Organization
-- Select Organization

Join an Organization

Back Submit Request

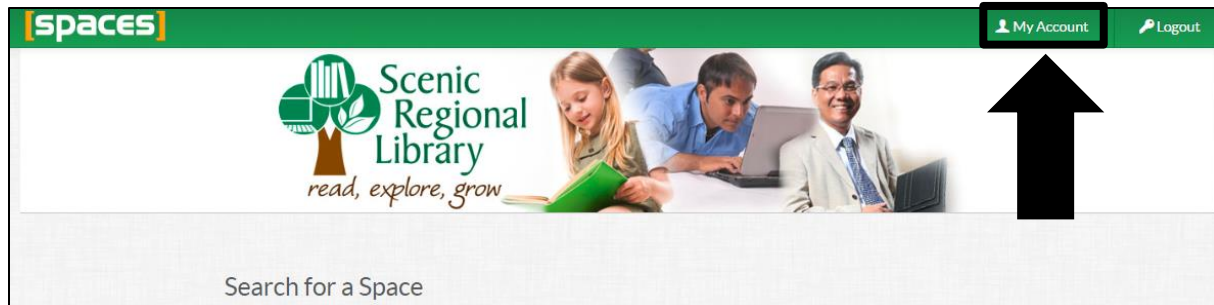
Notes

- You will receive an email verifying that your meeting room request has been received.
- Library staff will review your request to ensure it falls within the Meeting Room Policy guidelines.
- You will receive an email letting you know if your request is approved.

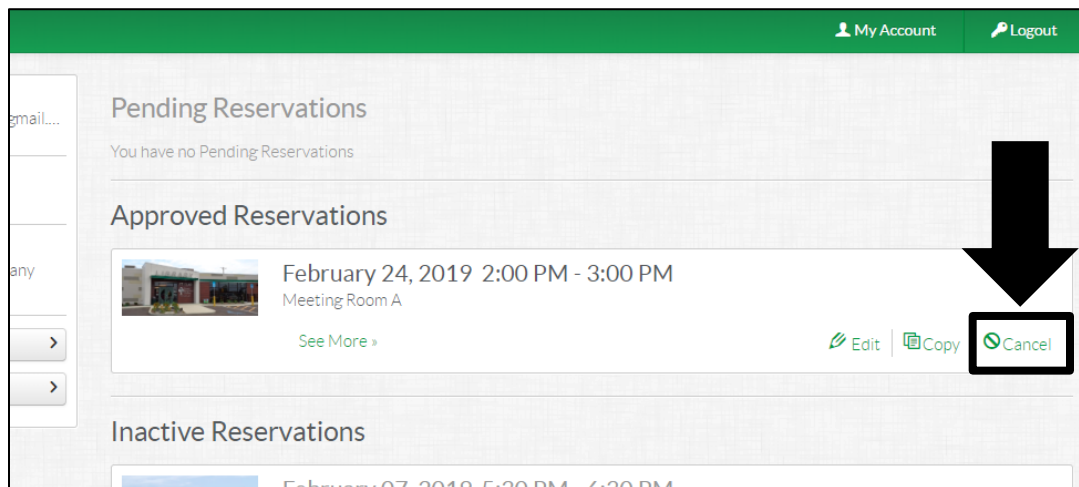
Cancelling a Meeting Room Reservation

If you no longer need your meeting room, please follow these steps to cancel your reservation.

1. Click "My Account."



2. Click "Cancel" next to the reservation you want to cancel. It will be listed under Approved Reservations.



3. Click "Yes" to confirm the cancellation.

