

# Booking a Meeting Room

## 1. Visit [www.hernandocountylibrary.us/reserve-a-room](http://www.hernandocountylibrary.us/reserve-a-room)

- Please read through the meeting room policy
- By clicking at the end of the policy you agree to the terms and conditions to use our meeting room

By clicking here you agree to the terms and conditions of use. Clicking will allow you to request a reservation for the meeting room.

## 2. Choosing a date and time

- Choose a date and the length of time you need the meeting room
- Click on “Search for a Space”
  - Meeting Rooms may only be reserved up to **90 days** in advance

Search for a Space

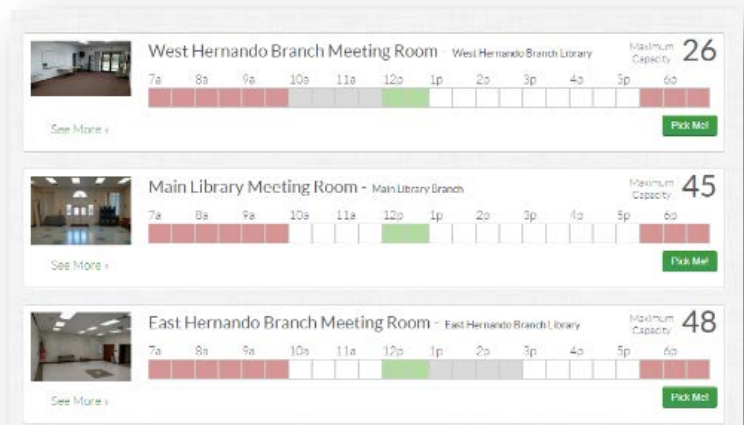
DATE  
05/06/2019

TIME  
12:00 PM - 1:00 PM

Search for a Space

## 3. Finding a Room

- Based on the date and length of time chosen you will see what meeting rooms are available
  - Green – meeting room is available
  - Gray or red – Meeting room is not available



- If you need a certain meeting room or specific equipment you can narrow down your search on the left hand side of your screen under Locations or Equipment by checking or unchecking next to the item
- You may change the date and length of time at the top of the screen

**Date/Time Filter**

May 30, 2019

12:00 PM - 1:00 PM

**Locations**

- Select All
- Spring Hill Branch Library
- West Hernando Branch Library
- Main Library Branch
- East Hernando Branch Library

**Equipment**

- LCD Projector (HDMI & VGA)
- TV (HDMI)
- Whiteboard

#### 4. Reserving a room

- Click on “Pick Me” once you have the desired meeting room and it is showing green

West Hernando Branch Meeting Room - West Hernando Branch Library Maximum Capacity **26**

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

See More >  [Pick Me!](#)

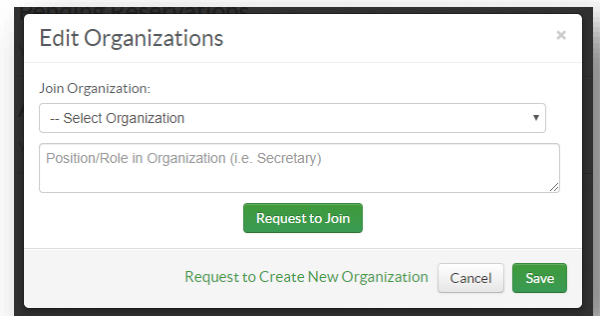
- If it's your first time reserving a meeting room please go to step 5. If you already have an account, please log in with your email and password.
- State your purpose for the use of the meeting room
- Choose your organization from the drop down menu and submit request
  - Your reservation will remain **pending** until you receive an email from us stating your reservation was approved or denied

#### 5. Creating an account

- If it's your first time reserving a meeting room you will need to create an account by clicking on “Create an account Now”
- Fill out the form
- Check your email account and open the email from us titled “Spaces New Account Verification” click on the link in the email to verify your account
- Log into your new Room Reservation account

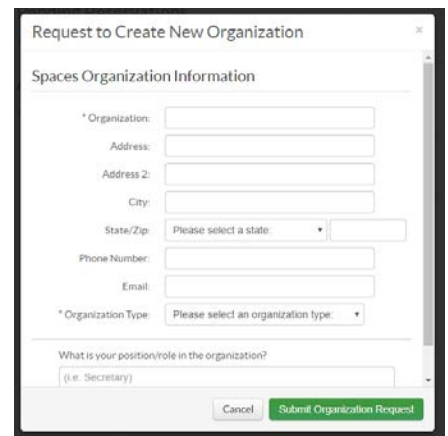
## 6. Creating or joining an organization

- Under Organizations on the left hand side of the page click on “Add one now”
- If you are part of an organization that is already in our system please choose it from the drop down menu, fill in your role in the organization and click on “Request to Join”



The screenshot shows a modal window titled "Edit Organizations". It contains a "Join Organization:" section with a dropdown menu currently showing "-- Select Organization". Below this is a text input field for "Position/Role in Organization (i.e. Secretary)". A green "Request to Join" button is positioned below the text field. At the bottom of the modal, there are three buttons: "Request to Create New Organization", "Cancel", and "Save".

- If you are a new organization please click on “request to Create New Organization”
- Fill out the form and then submit request
- You may now request a meeting room by clicking on “Request Space” and following the instructions on step 4
  - Your room reservation and organization will remain **pending** until you receive an email from us stating they have been approved or denied



The screenshot shows a modal window titled "Request to Create New Organization". It contains a section titled "Spaces Organization Information" with several input fields: "\* Organization:", "Address:", "Address 2:", "City:", "State/Zip:" (with a dropdown menu showing "Please select a state"), "Phone Number:", "Email:", and "\* Organization Type:" (with a dropdown menu showing "Please select an organization type:"). Below these fields is a text input field for "What is your position/role in the organization?" with the placeholder text "(i.e. Secretary)". At the bottom right of the modal are two buttons: "Cancel" and "Submit Organization Request".