



Requesting a Meeting Room Online

STEP 1

Visit <http://melsastpaul.evanced.info/spaces>

SPPL's Facilities Use Policy and Regulations are linked to on the left side of the screen. These policies should be reviewed prior to requesting a meeting space, as they outline the library's stipulations, the user's responsibilities and any applicable costs.

Choose a date for your request by selecting the calendar widget beside the date or enter the desired date in MM/DD/YYYY format.

Spaces at the library can be requested between 3 and 90 days in advance.

Enter the time you wish to book the room. To prevent overlap between groups that are coming and going, take down times are automatically set at the end of a reservation.

(For example, a room reservation at the Rondo Community Library through 7:30 p.m. books the room through 8:00 p.m., with the understanding that the final 30 minutes are for wrapping up and restoring the room to its previous condition).

Click *Search for a Space*.

A screenshot of the Saint Paul Public Library's online meeting room booking interface. At the top left is the "spaces" logo in a dark grey box. To the right are links for "Create an Account" and "Login". Below this is the library's logo and name: "SAINT PAUL PUBLIC LIBRARY". The main heading is "Search for a Space". On the left, there is a dropdown menu for "SPPL Meeting Rooms" which is expanded to show links for "Facilities Use Policy and Regulations", "More Information about SPPL Meeting Rooms", and a note about reviewing policies. Below these are two lines of text: "Rooms are available for requesting 3-90 days from today." and "Meeting rooms are available free of charge to non-profit groups. For-profit organizations are subject to a fee. Please refer to the Facilities Use Policy and Regulations for more information." On the right, there is a "DATE" field with a calendar icon, showing "11/16/2017". Below that is a "TIME" field with two dropdown menus showing "9:00 AM" and "10:00 AM". At the bottom right is a "Search for a Space" button.

STEP 2

Once the date and time are selected, a list of locations will appear on the left side of the page.

You can search all libraries and rooms or select the one(s) you would like by unchecking the Select All box and checking specific libraries or spaces.

Available spaces matching your chosen date and time will be shown. Spaces are arranged by capacity (from lowest to highest). Spaces that are unavailable for the date and time chosen can be seen by clicking the *Show Unavailable Spaces* link.

Note: if ALL spaces are unavailable for the date and time chosen, instead of showing a blank screen, all of the spaces will be displayed along with a link to *Hide Unavailable Spaces*.

The screenshot displays the SPACES reservation system interface. At the top, there is a navigation bar with the SPACES logo, a 'Create an Account' link, and a 'Login' link. Below the navigation bar, there are three main sections: 'Locations', 'Date/Time Filter', and a list of available meeting rooms.

Locations: A dropdown menu is open, showing a list of locations with checkboxes. The 'Select All' option is checked. The listed locations are Highland Park Library, Rondo Community Library, and Sun Ray Library.

Date/Time Filter: The date is set to February 06, 2018, and the time is set to 12:00 PM - 2:00 PM.

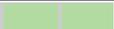
Meeting Room A - Rondo Community Library: This room has a maximum capacity of 10. The availability grid shows that the room is available from 12p to 2p. A 'Pick Me!' button is visible.

Meeting Room B - Rondo Community Library: This room also has a maximum capacity of 10. The availability grid shows that the room is available from 12p to 2p. A 'Pick Me!' button is visible.

Homework Center Overflow - Rondo Community Library: This room has a maximum capacity of 16. The availability grid shows that the room is available from 12p to 2p. A 'Pick Me!' button is visible.

Meeting Room A + B - Rondo Community Library: This combined room has a maximum capacity of 20. The availability grid shows that the room is available from 12p to 2p. A 'Pick Me!' button is visible.

Color Codes

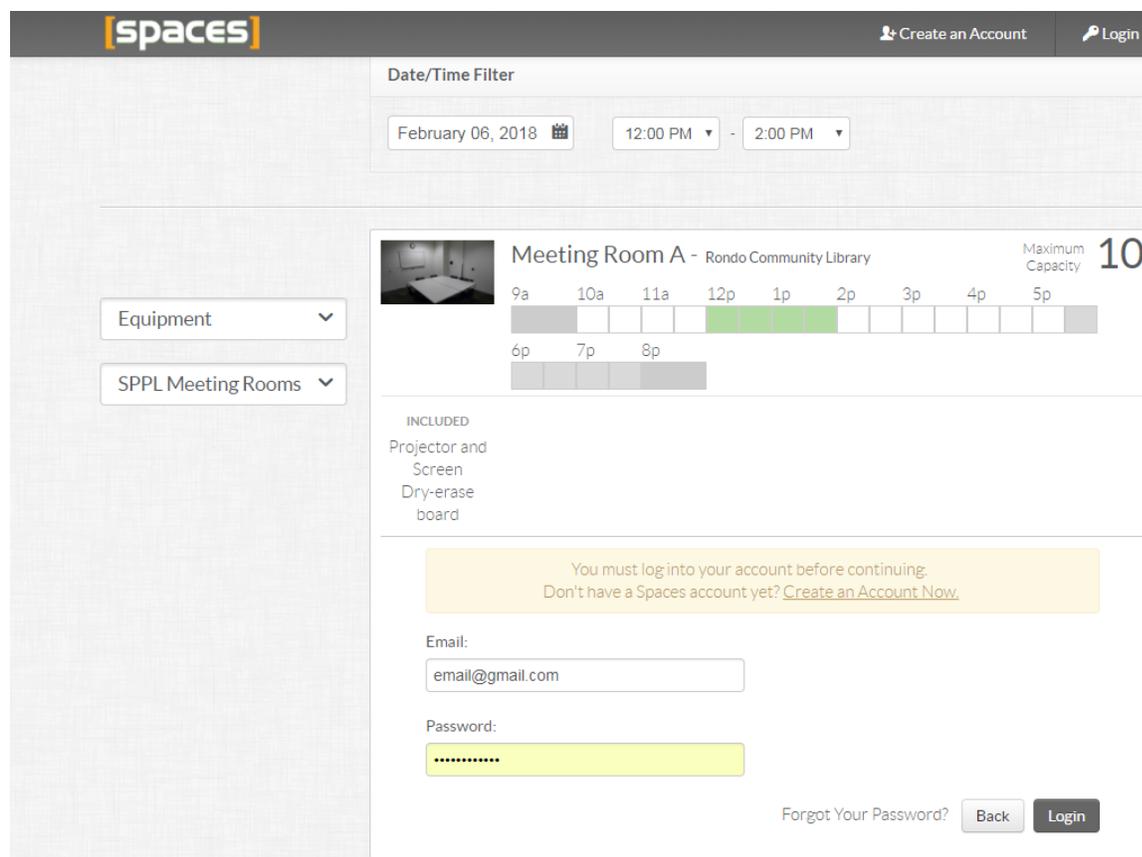
	Green	The space can be requested.
	Dark Pink	The space is closed or unavailable.
	Gray	The space is already booked.
	Light Pink	The space is available for part of the requested time.

To see a larger picture of a room, along with a description of the equipment available in it, click on the picture. If there is no picture, click *See More >>* to see room and equipment details.

STEP 3

Select the room you want by clicking the corresponding *Pick Me!* button on the right hand side of the screen. (Please note: the *Pick Me!* button appears even if the room is showing as unavailable.)

You will then need to log in to your account. If you don't already have an account, you can create one at this time.



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

Date/Time Filter

February 06, 2018  12:00 PM - 2:00 PM

Meeting Room A - Rondo Community Library Maximum Capacity **10**

9a 10a 11a 12p 1p 2p 3p 4p 5p

6p 7p 8p

INCLUDED

- Projector and Screen
- Dry-erase board

You must log into your account before continuing.
Don't have a Spaces account yet? [Create an Account Now.](#)

Email:

Password:

[Forgot Your Password?](#)

STEP 4

Fill out the form, detailing the meeting purpose, anticipated attendance, type of reservation, etc.

If you are part of an organization, please choose it from the drop-down list or click *Join an Organization* to be added to one. Library staff can add you to an organization or add one for you.

If your organization is not listed, select “No Organization” from the drop-down list, and include the organization’s name in the “Purpose” field.

The screenshot shows the 'spaces' reservation system interface. At the top, there is a navigation bar with the 'spaces' logo, the date 'February 08, 2019', the time '12:00 PM', and options for 'My Account' and 'Logout'. The main content area is for 'Meeting Room A - Rondo Community Library', which has a maximum capacity of 10. A calendar grid shows the room is reserved for the 12p and 1p slots on the current date. On the left, there are dropdown menus for 'Equipment' and 'SPPL Meeting Rooms'. Below the calendar, a list of included items is shown: Projector and Screen, and Dry-erase board. The form includes a text field for '* Purpose...', a dropdown for 'Choose Organization' (currently set to '-- Select Organization'), and a 'Join an Organization' link. Further down, there are fields for '* Anticipated Attendance:', radio buttons for '* Type of Reservation:' (Public, Library Staff, City of Saint Paul Staff), and radio buttons for '* Does your group claim non-profit status?' (Yes, No). At the bottom, there is a question: '* Is your group planning any commercial activities or sale while using a Saint Paul Public Library meeting room?'.

When you have filled out the form and checked the box to accept the terms and conditions for the use of the library’s space, click the *Submit Request* button.

STEP 5

Once you have submitted your request, you will receive an email message confirming that it has been received.

Sample Email

We would like you to know that we have received your reservation request. You will be notified when your request has been approved. If you would like to change or check the status of your request, please [click here](#).

You have requested:

Meeting Room B in Rondo Community Library
1/26/2018 - 12:00 PM to 2:00 PM

Thanks,
Rondo Community Library

Click the link in the email to see the status of all of your pending, approved, and inactive requests.

All pending room requests may take up to 3 business days for staff to approve. When your request is approved, you will receive an email message confirming the reservation. If you are unable to keep the scheduled reservation, please follow the link in the approval message to cancel the reservation.