

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.

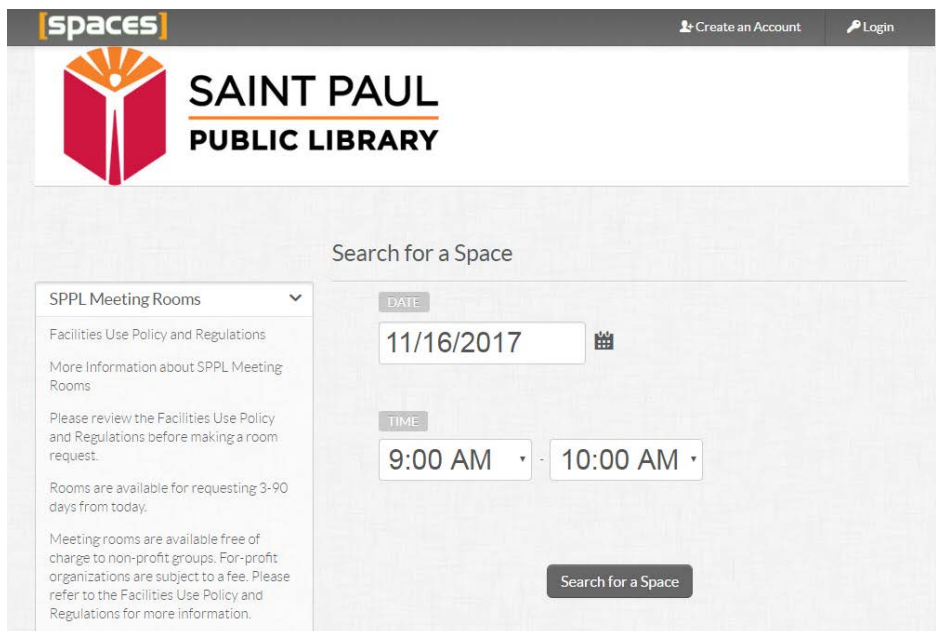
Choose a date for your request by selecting the calendar widget beside the date or enter the desired date in MM/DD/YYYY format.

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*.



The screenshot shows the 'spaces' website interface. At the top, there is a navigation bar with 'spaces' in a logo, 'Create an Account', and 'Login'. Below this is the Saint Paul Public Library logo and name. The main content area is titled 'Search for a Space'. On the left, there is a dropdown menu for 'SPPL Meeting Rooms' with a list of links: 'Facilities Use Policy and Regulations', 'More Information about SPPL Meeting Rooms', 'Please review the Facilities Use Policy and Regulations before making a room request.', '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 search form with a 'DATE' field containing '11/16/2017' and a calendar icon, and a 'TIME' field with two dropdown menus showing '9:00 AM' and '10:00 AM'. A 'Search for a Space' button is located at the bottom right of the form.

STEP 2

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



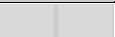

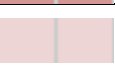

You can search all libraries and rooms or select the one(s) you would like by unchecking the Select All box and checking specific libraries or spaces.

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 shows the 'spaces' website interface. At the top, there is a navigation bar with the 'spaces' logo, 'Create an Account', and 'Login' links. Below the navigation bar, there are three filter sections on the left: 'Locations' (with 'Select All' checked and three other libraries selected), 'Equipment', and 'SPPL Meeting Rooms'. The main content area is titled 'Date/Time Filter' and shows the selected date 'February 06, 2018' and time '12:00 PM - 2:00 PM'. Below this, four room options are listed, each with a thumbnail image, a title, location, maximum capacity, and a grid showing availability for the selected date and time. The rooms are: 'Meeting Room A' (Capacity 10), 'Meeting Room B' (Capacity 10), 'Homework Center Overflow' (Capacity 16), and 'Meeting Room A + B' (Capacity 20). Each room's availability grid shows that the 12:00 PM to 2:00 PM slot is available (green) for all rooms. Each room card includes a 'See More »' link and a 'Pick Me!' button.

Color Codes

	Green	The space can be requested.
	Dark Gray	The space is closed.
	Light Gray	The space is already booked.
	Dark Pink	There is a conflict between the desired time and the space availability.
	Light Pink	The space is available for this time slot, but there is a conflict with the rest of the reservation request.
	White	This time has not been selected.

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.

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 05, 2019', the time '12:00 PM', and user options '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 12p, 1p, and 2p 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 reservation 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:', '* Type of Reservation:' (with radio buttons for Public, Library Staff, and City of Saint Paul Staff), '* Does your group claim non-profit status?' (with radio buttons for Yes and No), and '* 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.