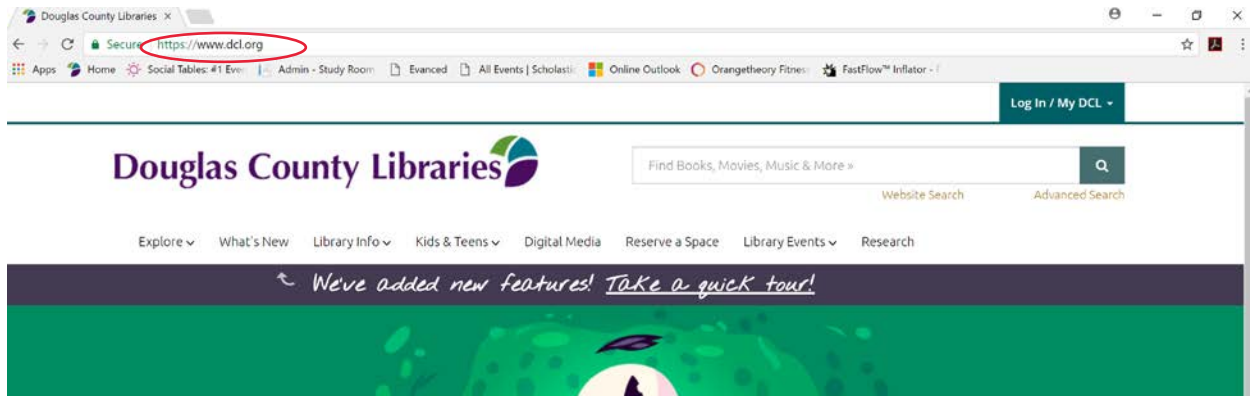
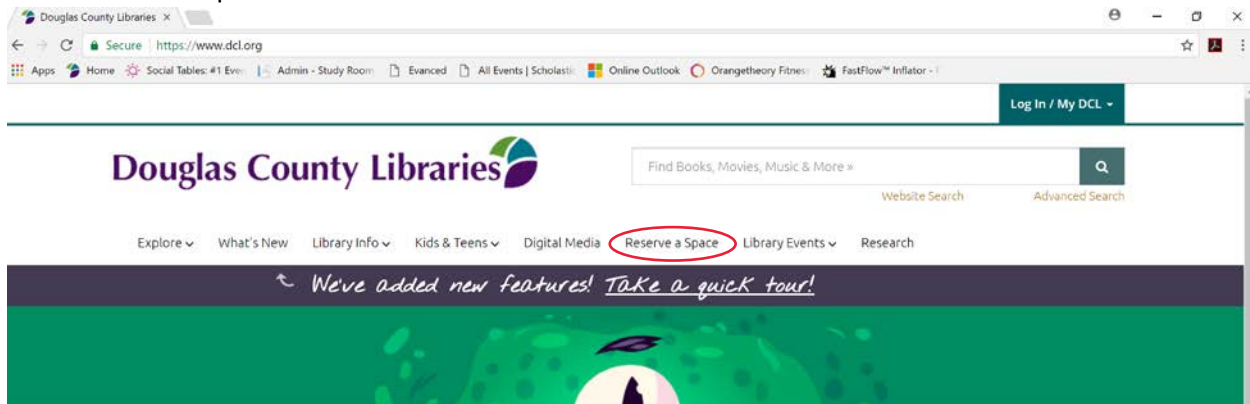


Step-by-Step Self-Service Room Reservation

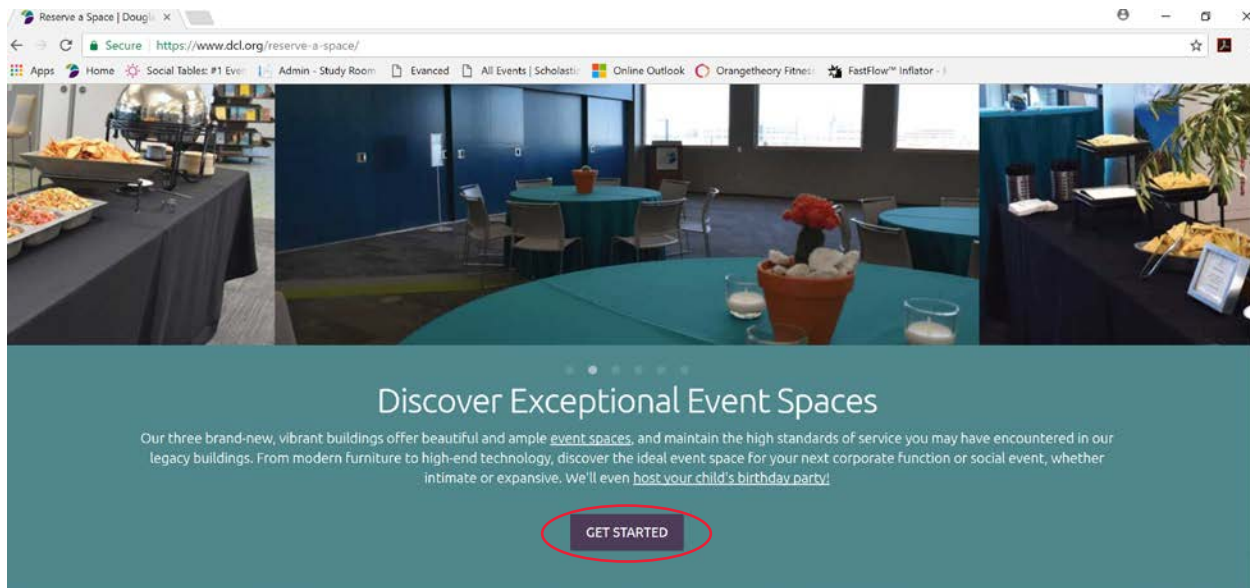
- 1) Open a web browser and go to DCL.org



- 2) Click "Reserve a Space"



- 3) Scroll down on the page and click the purple button, "Get Started"



- 4) If your reservation meets all of the Self-Service guidelines, click “Reserve a Meeting Room*”

***Note:** You will be directed to a new web page.

The screenshot shows the 'Event • Hospitality Services' page on the Douglas County Libraries website. The page is divided into three columns: Self-Service, Select Service, and Concierge Service. The Self-Service column lists guidelines for basic free meeting service, including online reservation, setup, and drop-off. A red circle highlights the 'RESERVE A MEETING ROOM *' button. Below the button, it says 'Need help? Call: (303) 791-7323' and '* SPACES account required'. The Select Service column lists guidelines for reserved space, including online reservation, expert consultation, and drop-off. The Concierge Service column lists guidelines for full-service event planning, including reservation, management, and drop-off.

5)

- a. If you have a Spaces account, click “Login” in the top right corner of the screen.
b. If you do not have a Spaces account, click “Create an Account.”

Note: Be sure to read our Terms & Conditions, as you will agree to them when you submit a room reservation. Returning users, please note that our Terms & Conditions have changed.

The screenshot shows the 'spaces' page on the Douglas County Libraries website. The page features a search form for a space. The search form includes a dropdown menu for 'Douglas County Libraries Room Policy' (circled in red), a date field set to '10/18/2017', and a time field set to '1:00 PM' to '2:00 PM'. A 'Search for a Space' button is at the bottom right. In the top right corner, there are links for 'Create an Account' and 'Login' (both circled in red).

6) Enter the date, start and end times that for your desired reservation, then click “Search for a Space.”

The screenshot shows the 'Search for a Space' interface on the Douglas County Libraries website. The search form includes a date field with '10/18/2017' and a time field with '1:00 PM' to '2:00 PM'. A 'Search for a Space' button is located at the bottom right of the form. The page header features the Douglas County Libraries logo and navigation links such as 'Create an Account' and 'Login'.

7) Be sure to de-select library branches that you do not wish to consider for your event. To de-select, click to remove check marks from the boxes next to specific branches. To look at a specific event space, click the green button with the plus sign to expand the view for an individual branch.

The screenshot displays the 'Locations' and 'Date/Time Filter' section of the Douglas County Libraries website. The 'Locations' list includes several branches with checkboxes. 'Castle Pines' and 'Castle Rock, Philip S. Miller' are highlighted with red arrows. The 'Date/Time Filter' shows 'November 16, 2017' and '1:00 PM'. Below the filter, there are two event space listings: 'The Loft - Parl' and 'The Studio - L', each with a photo and a 'See More' link.

- 8) When you have selected a branch, available spaces will show your requested times highlighted in green. Click “Show/Hide Unavailable Spaces” in the cream bar to display/not display spaces that are not available during your requested times.

Date/Time Filter
November 16, 2017 1:00 PM - 2:00 PM

The Studio - Lone Tree - Lone Tree Maximum Capacity **15**
9a 10a 11a 12p 1p 2p 3p 4p 5p 6p 7p 8p
* fees may apply [Pick Me!](#)

[Hide Unavailable Spaces](#)

Kids Corner - Lone Tree - Lone Tree Maximum Capacity **30**
9a 10a 11a 12p 1p 2p 3p 4p 5p 6p 7p 8p
* fees may apply [Pick Me!](#)

Event Hall - Lone Tree - Lone Tree Maximum Capacity **100**
9a 10a 11a 12p 1p 2p 3p 4p 5p 6p 7p 8p
* fees may apply [Pick Me!](#)

- 9) To select an available space, click the blue “Pick Me!” button next to your desired space.

Date/Time Filter
November 16, 2017 1:00 PM - 2:00 PM

The Studio - Lone Tree - Lone Tree Maximum Capacity **15**
9a 10a 11a 12p 1p 2p 3p 4p 5p 6p 7p 8p
* fees may apply [Pick Me!](#)

[Hide Unavailable Spaces](#)

10) From here:

- You will be required to enter information about your event. *Don't be shy! The more information you provide, the more quickly your reservation may be approved.*
- Agree to the Terms & Conditions. *You are strongly encouraged to read them in their entirety.*
- Answer the remaining questions.
- Enter the number of people you expect to attend. *Please note: Listed maximums indicate room capacities with chairs only. If your event requires tables, room capacities will be smaller than shown.*

The Studio - Lone Tree - Lone Tree

Maximum Capacity 15

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

* fees may apply

Talayna Akrie
talayna.akrie@gmail.com
(303) 688-7605

* Purpose...

Choose Organization
-- Select Organization

[Join an Organization](#)

* I agree to the Room Usage Terms and Conditions.
☐ Yes

* I would like to have alcohol at my event, and/or will be using a full-service caterer with banquet staff.
☐ Yes ☐ No

* I would like to use event space before or after library hours.
☐ Yes ☐ No

- Click "Continue" in the bottom right corner to finalize your submission.

* My event will include an educational and/or sales presentation by a paid product or service representative and/or an independent sales consultant.
☐ Yes ☐ No

* Financial transactions (ticket sales, entry fees, donations, the sale of goods or services, etc.) may be a part of my event.
☐ Yes ☐ No

* Please estimate the size of your group.

[Back](#) [Continue](#)

- 11) Review your summary to ensure you answered all questions correctly. Click “Submit Request” in the bottom right corner.

8

Payment Summary

ROOM CHARGE	Cost	Duration	Total
TOTAL			\$0.00

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Submit Request

Demco Software — Privacy Policy

Your reservation has been submitted! Please allow 48-72 hours for receipt/approval, or to be contacted by library staff.

Thank you for allowing Douglas County Libraries to serve you for your event needs!