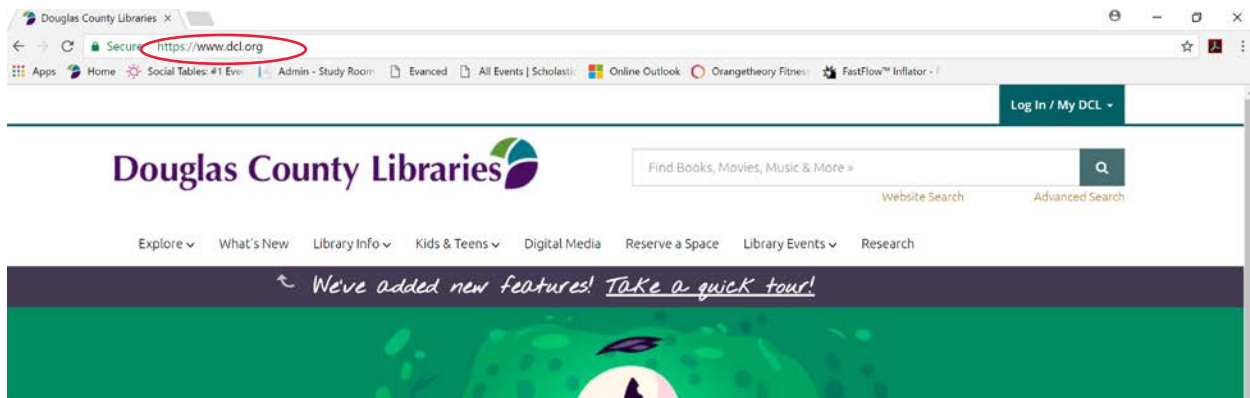
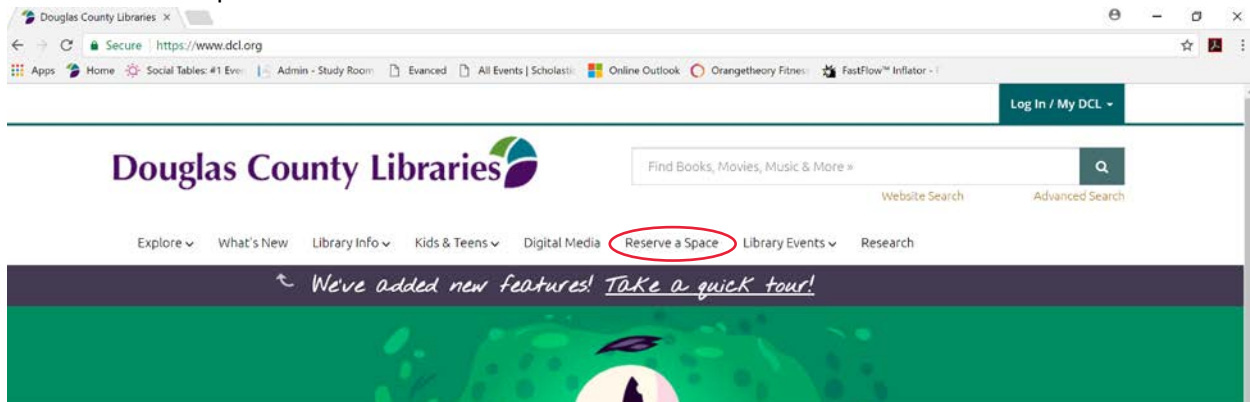


## Step-by-Step Self-Service Room Reservation

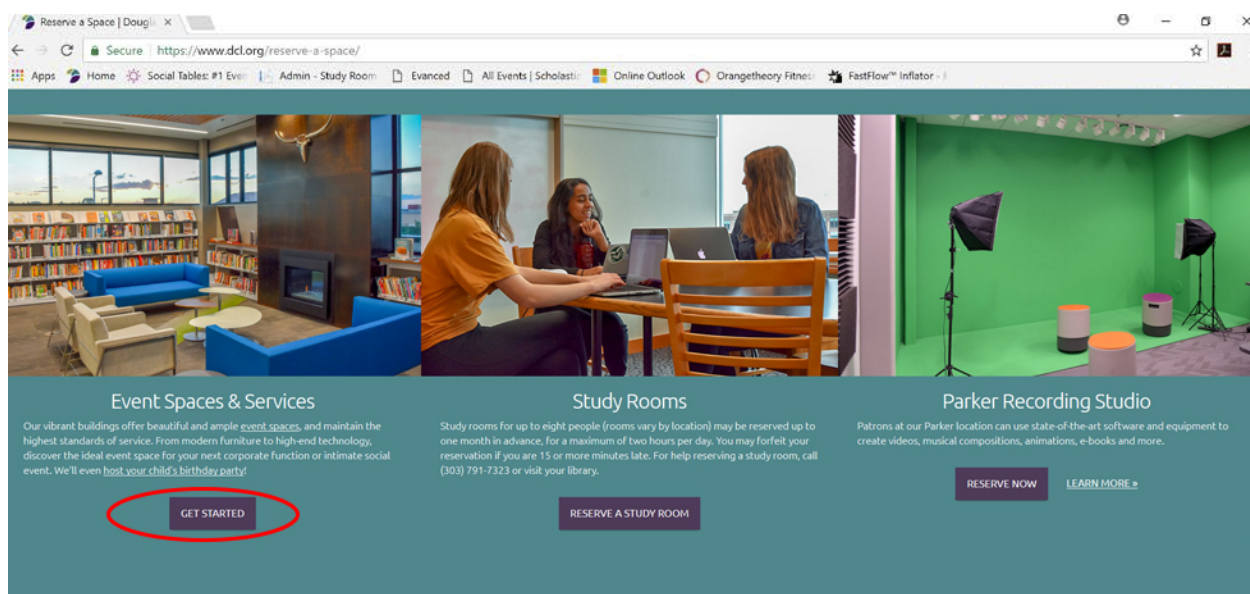
- 1) Open a web browser and go to DCL.org



- 2) Click "Reserve a Space"

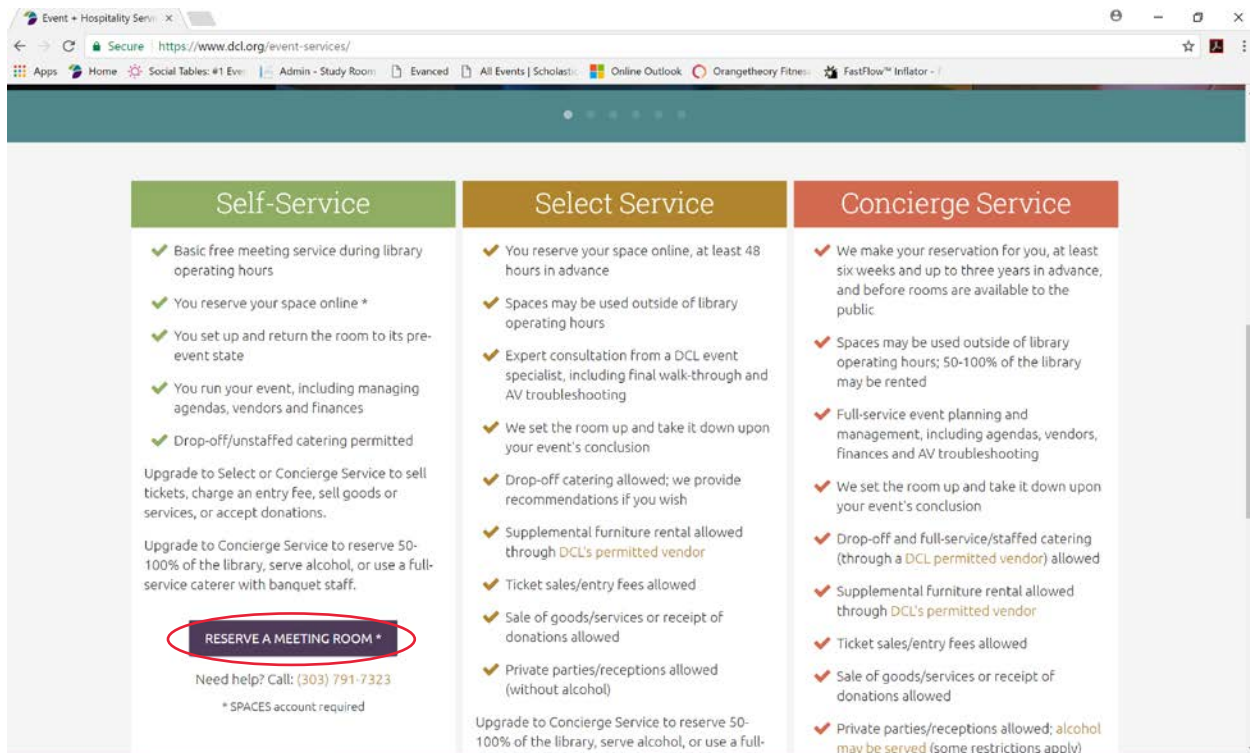


- 3) Scroll down on the page and click the purple button, "Get Started"



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

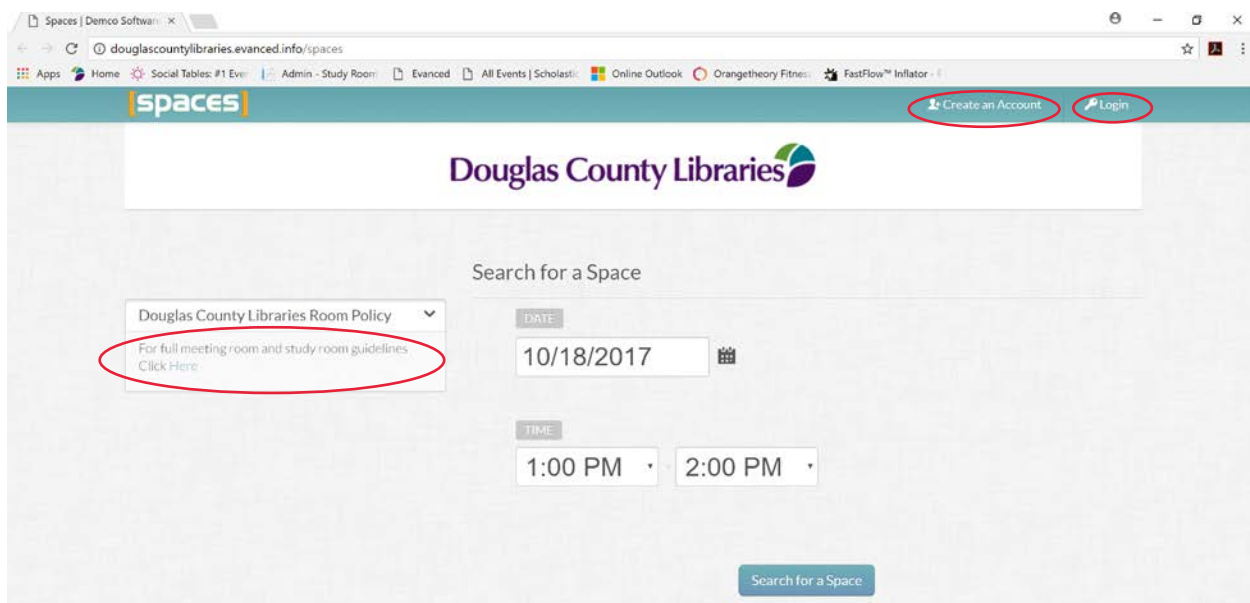
**\*Note:** You will be directed to a new web page.



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.



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

Search for a Space

Douglas County Libraries Room Policy

For full meeting room and study room guidelines, Click Here

DATE

10/18/2017

TIME

1:00 PM - 2:00 PM

Search for a Space

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.

Locations

Select All

☐ + Castle Pines

☒ + Castle Rock, Philip S. Miller

☒ - Highlands Ranch, James H. LaRue

☒ Combo Shea A & B

☒ Shea A

☒ Shea B

☒ + Lone Tree

☒ + Parker

☒ + Roxborough

Date/Time Filter

November 16, 2017

1:00 PM

The Loft - Parl

9a 10a 11a

See More »

The Studio - L

9a 10a 11a

See More »

James H. LaRue

- 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

See More » \* 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

See More » \* 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

See More » \* 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

See More » \* 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

Back

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!