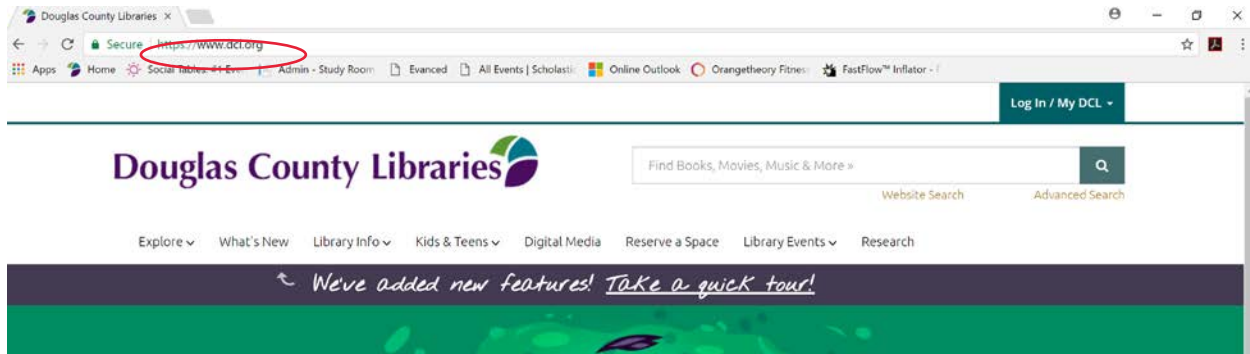
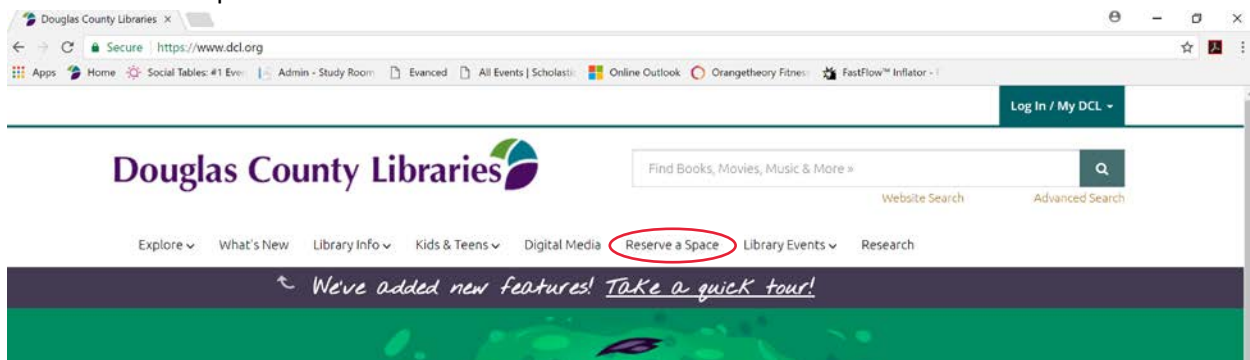


Step-by-Step Self-Service Room Reservation

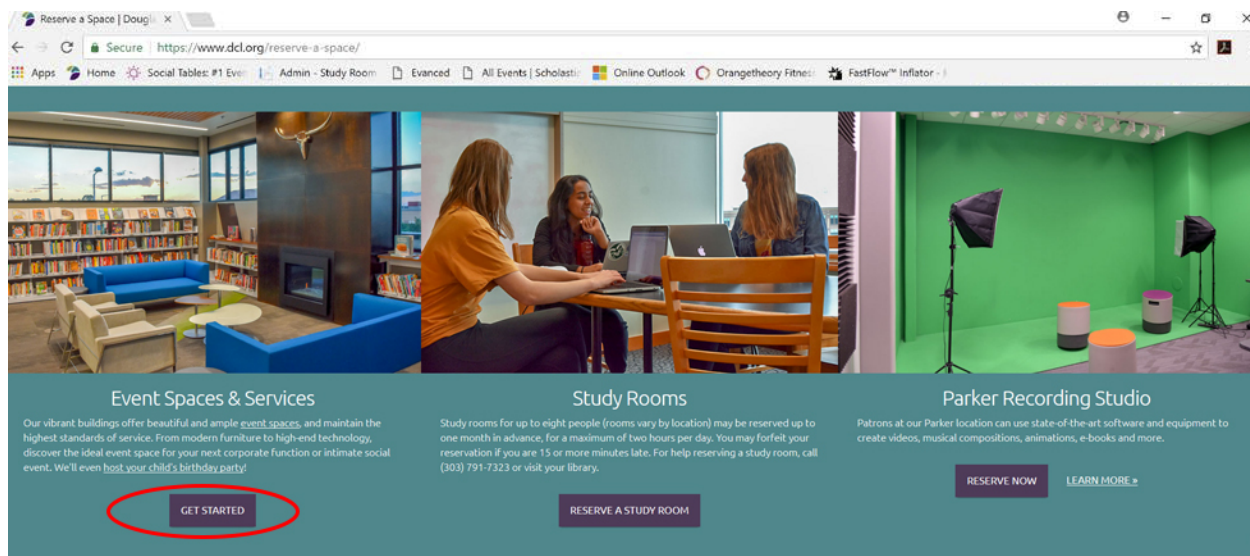
- 1) Open a web browser and go to DCL.org



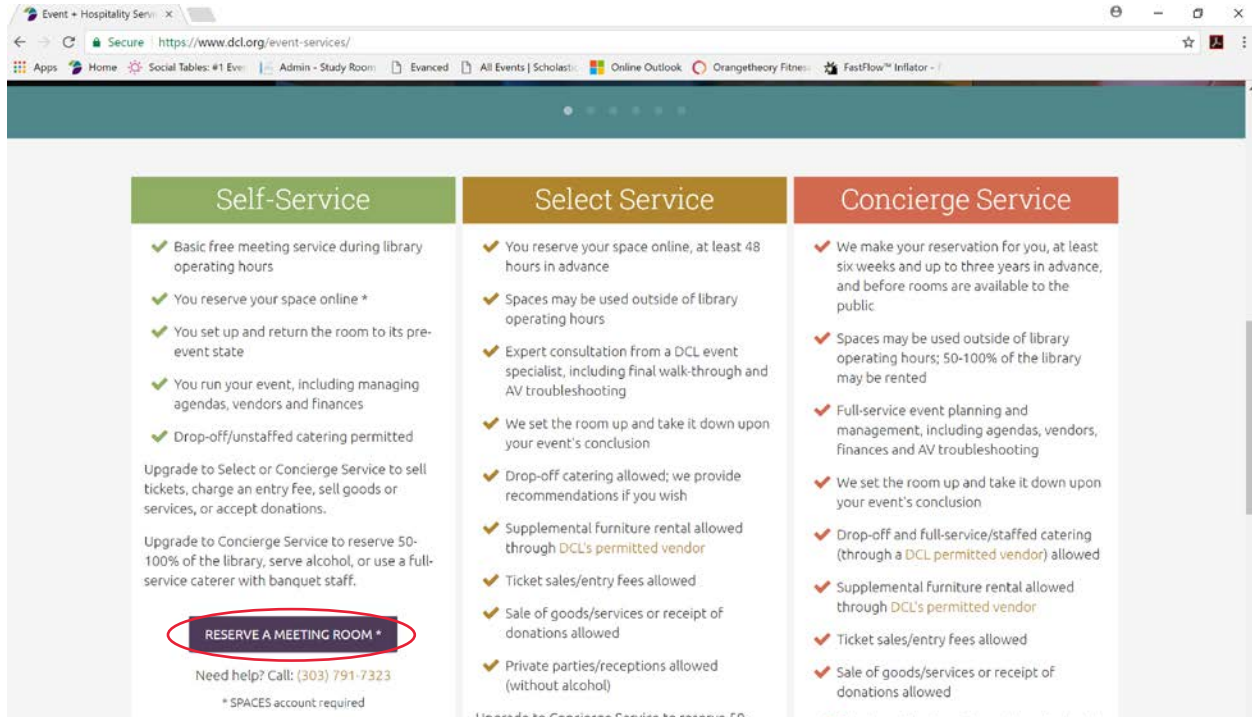
- 2) Click "Reserve a Space"



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

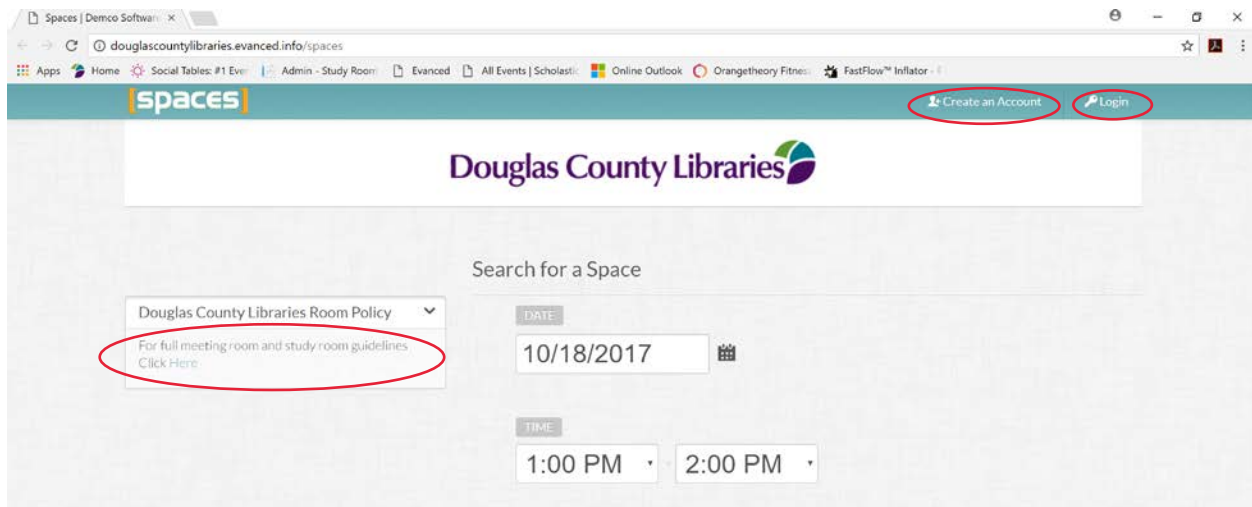


- 4) If your reservation meets all of the Self-Service guidelines, click “Reserve a Meeting Room*”
***Note:** *You will be directed to a new web page.*

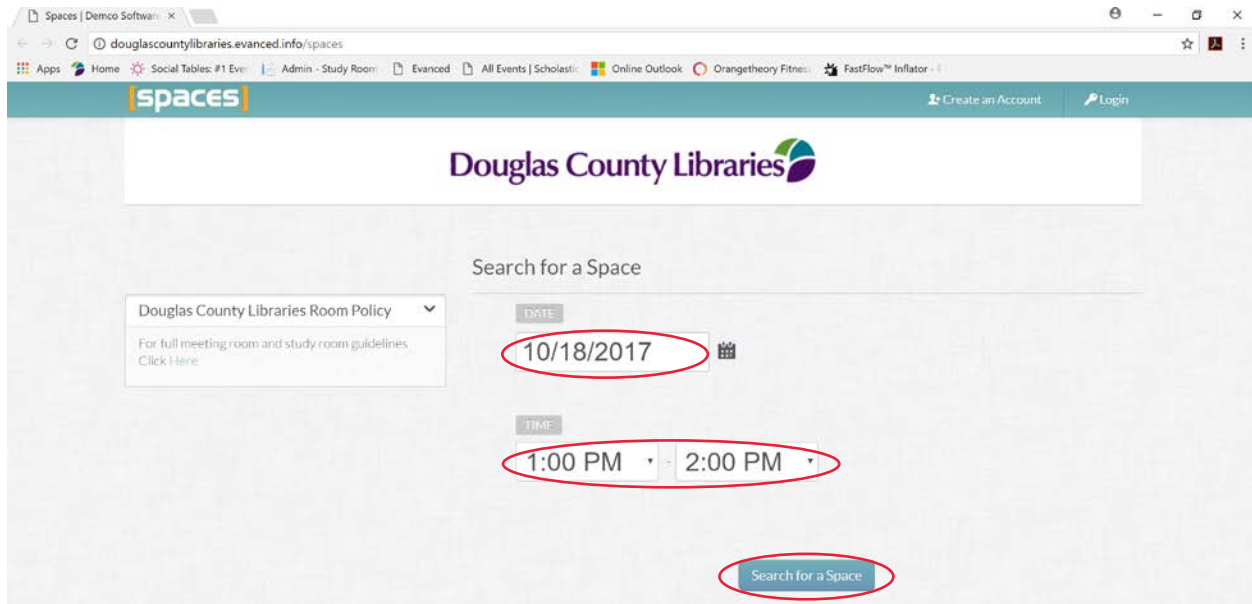


- 5)
 a. If you have a Spaces account, click “Login” in the top right corner of the screen.
 b. If you do not have a Spaces account, click “Create an Account.”

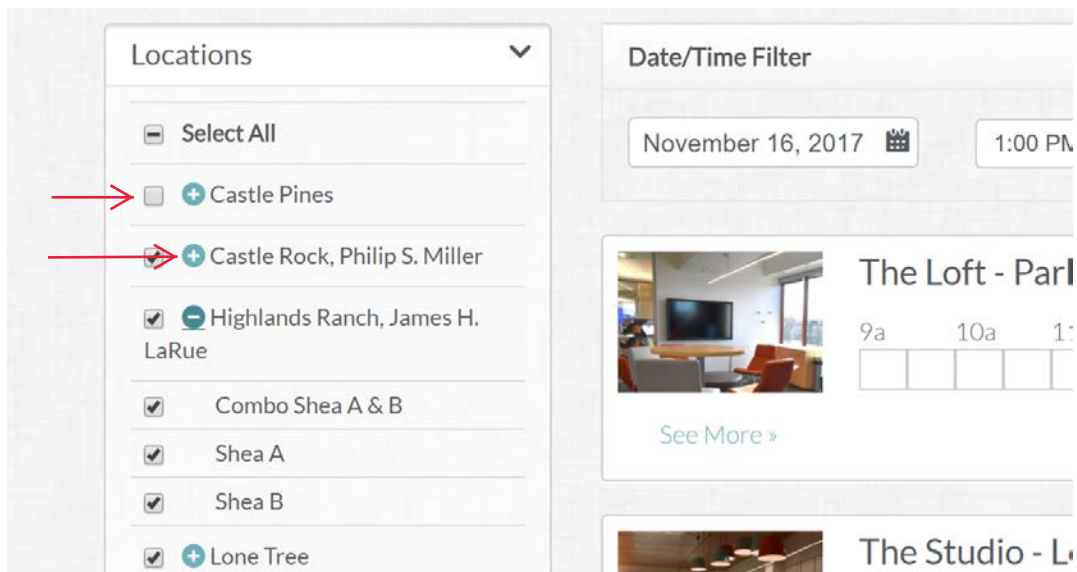
Note: *Be sure to read our Terms & Conditions, as you will agree to them when you submit a room reservation. Returning users, please note that our Terms & Conditions have changed.*



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



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.



- 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

e. 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!