Enter a Date or use the little black calendar to select the month and date, add your meeting Start-time and End time. The software automatically includes a 30 minutes set-up and a 30 minute clean-up time. If you need more than 30 minutes to set-up or clean-up, increase your meeting time. Then click SEARCH for a SPACE.
Select Location, then add chairs, tables, etc. Select Pick Me! When you have decided on the room. The picture below shows available spaces.

(Note: When NO ROOM is available you will still see a listing of rooms, but they are already reserved, the wording “HIDE unavailable spaces” is listed above the unavailable rooms.)
Complete the form by entering the purpose of your meeting, this must describe what your meeting is about.

Read and accept our Terms and Conditions

If you have previously reserved one of our meeting rooms, you will need to request to join an organization. Select the Organization from the drop down list. If your organization is not listed, then select “No Organization” and type the name of your organization in the purpose of your meeting. It will then get added to the list of organizations.

Answer all questions: including: (* If using the TV/DVD/VCR or Projector/DVD, Provide Title of viewing material) – If you are not using copyrighted materials type in NONE.

Then Click Continue.

Submit your request when done, you may log in to your account at any time to check the status or change your reservation. Payment is required once your request is approved. Until further notice, no fees are being charged to use the meeting room.
Below is a sample of a Pending Request.

Hello Karen,

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

You have now requested:

**Meeting Room Combo A/B in Wayne Public Library**

**6/28/2018 - 11:00 AM to 12:30 PM**

(1) Tables, (50) Chairs, (1) Projector, (1) Screen

Testing - To have a staff meeting

---

**Payment Summary:**

**STATUS:** Not Paid

<table>
<thead>
<tr>
<th>Room Charge</th>
<th>Cost</th>
<th>Duration</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Base Charge (0-2 hrs)</td>
<td>$40.00</td>
<td></td>
<td>$40.00</td>
</tr>
</tbody>
</table>
Thanks,
Wayne Public Library

You are receiving this email because you subscribed to notifications through your library at http://WaynePublicLibrary.evanced.info/Spaces; however, if you no longer wish to receive emails you may unsubscribe from this list.

Below is a sample of an Approved Request

Hello Karen,

Good news! The following reservation request has been approved:

Meeting Room Combo A/B in Wayne Public Library

6/28/2018 - 11:00 AM to 12:30 PM

(1) Tables,(50) Chairs,(1) Projector,(1) Screen

Please be sure to clean up before your meeting end time. Thank you for reserving a Space at Wayne Public Library!

Payment Summary:

STATUS: Not Paid

<table>
<thead>
<tr>
<th>Room Charge</th>
<th>Cost</th>
<th>Duration</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Base Charge (0-2 hrs)</td>
<td>$40.00</td>
<td></td>
<td>$40.00</td>
</tr>
</tbody>
</table>

Total $40.00

If you are no longer able to make your scheduled reservation, please click here to cancel.

Thanks,
Wayne Public Library
You are receiving this email because you subscribed to notifications through your library at http://WaynePublicLibrary.evanced.info/Spaces; however, if you no longer wish to receive emails you may unsubscribe from this list.