Reserving a Room
Reservations cannot be made further than 45 days in advance. You can have up to 10 active reservations at any one time. All rooms are available free of charge, but a room deposit will be placed on your library card.

Please read our Meeting Room Policies at:
http://www.mylibrary.us/meeting-rooms

Things you will need before reserving a room
• Valid HPLD library card
• Valid email address

Making a Reservation
Go to http://mylibrary.us/meeting-rooms and click Reserve a Meeting Room
*You will need to create a Spaces account.
If you do not have an account, click Create an Account and enter your info. If you already have a Spaces account, log in.

Check your email for a verification link from High Plains Library District. Click the link in the email to verify your account.
You should now receive an email confirming that your Spaces account was successfully created.
Once you are logged in, click **Search for a Space**.

Select a date, time, and location and search for available rooms. Add any equipment you wish to use.

When you have the selection you require, click the green **Pick Me** button. If you wish to change your reservation, click the green **Back** button at the bottom of the page. Do not use your browser’s back button.

On the next screen, enter the purpose for your meeting, e.g. Pinewood HOA.

If you wish to join an organization, you can select **Join an Organization**. If you are not making the booking on behalf of an organization, select **No Organization**.

You will see some questions you need to answer as part of your reservation. Check the boxes if you agree, then click **Submit Request**.

*Note—your selected time must be shown as a green block on the meeting room timeline, as shown above.*
You will now get an email confirming your pending reservation from the branch where you reserved your room.

***Please save this email in case you need to cancel or change your reservation. You can do so by clicking the click here link in the email.

Checking into the Room

If you do not have an HPLD library card when making a reservation, you need to arrive 10-15 minutes before your reservation start time with valid photo ID, so that staff can create your library account.

The library card of the person who made the booking will be used to check into the room. If another person in your group wishes to assume the reservation, they must have a valid library card/photo ID, and be willing to accept responsibility for the room deposit.

If your reservation starts at library opening time, and you need to apply for a library card, please schedule your meeting to start 10-15 minutes after opening time so that staff can process your application before your guests arrive.

Cancelling a Reservation

Click the Click Here link in your booking confirmation email, or log into your account with your email and password.

Click your reservation and select Cancel.

Enter a reason for the cancellation.

Click Yes.

You will get a confirmation email showing that your reservation has been cancelled.

If you have any questions or require assistance with your reservation please call us at 1-888-861-7323