

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

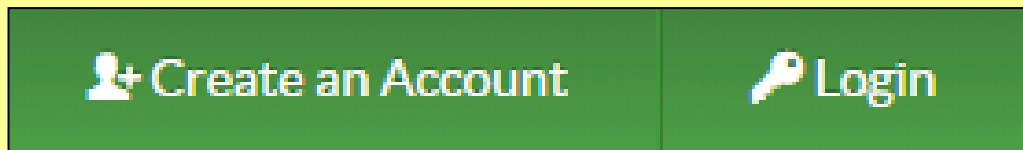
- Valid HPLD library card
- Valid email address

Making a Reservation

Go to <http://mylibrary.us/meeting-rooms> and click **Reserve a Meeting Room**

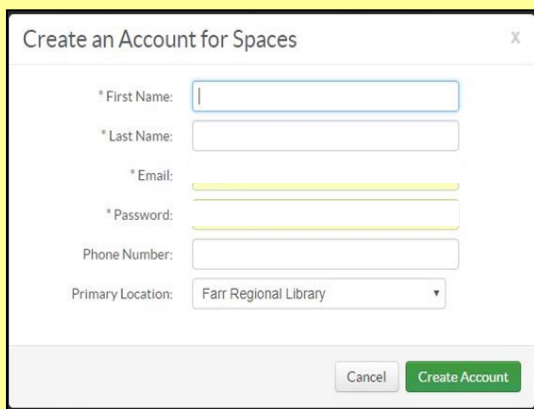
*You will need to create a **Spaces** account.

If you do not have an account, click **Create an Account** and enter your info. If you already have a **Spaces** account, log in.



Need a place to meet?

The library has a room for you!



Create an Account for Spaces

* First Name:

* Last Name:

* Email:

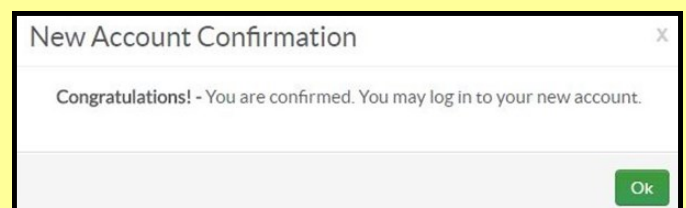
* Password:

Phone Number:

Primary Location:

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.



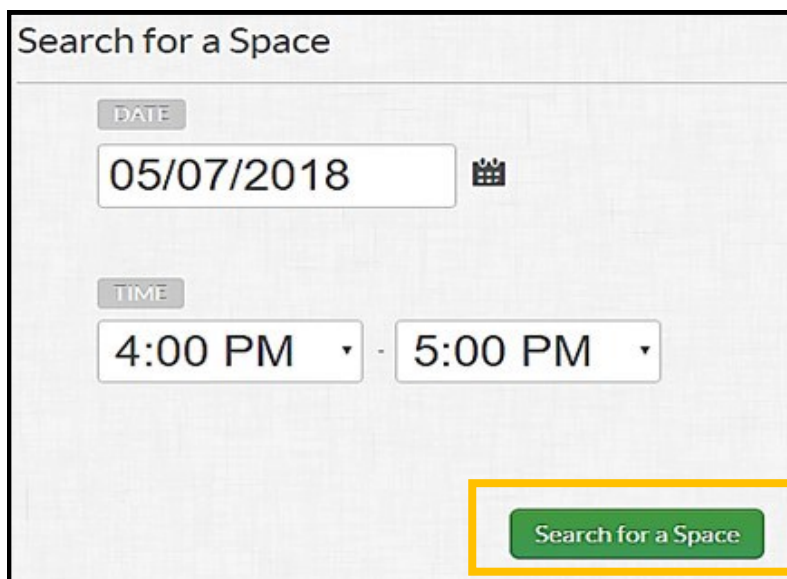
New Account Confirmation

Congratulations! - You are confirmed. You may log in to your new account.

Once you are logged in, click **Search for a Space**.

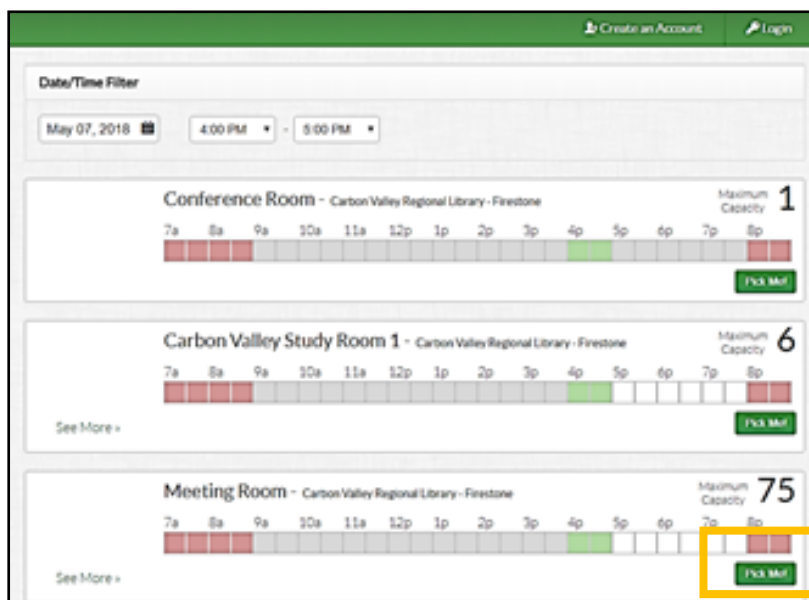
Select a date, time, and location and search for available rooms. Add any equipment you wish to use.

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.



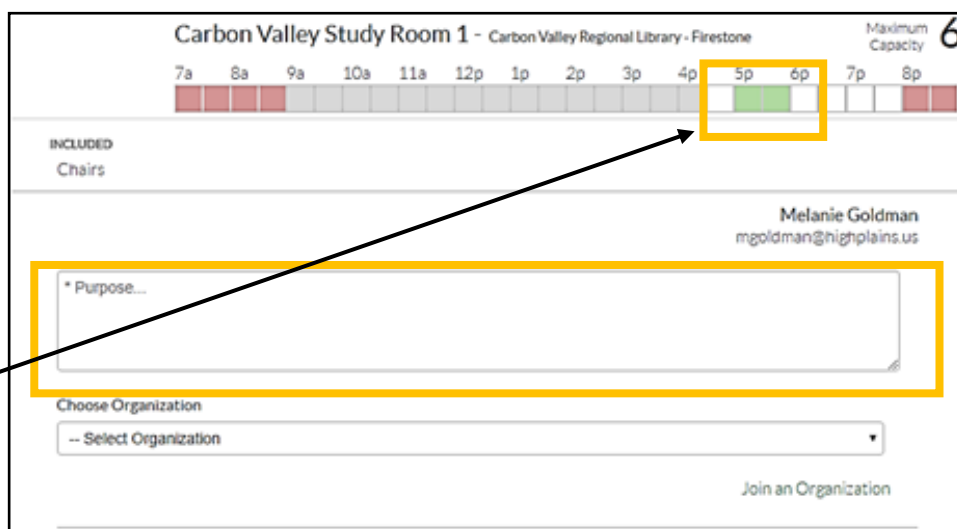
On the next screen, enter the purpose for your meeting, e.g. Pinewood HOA.

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**.

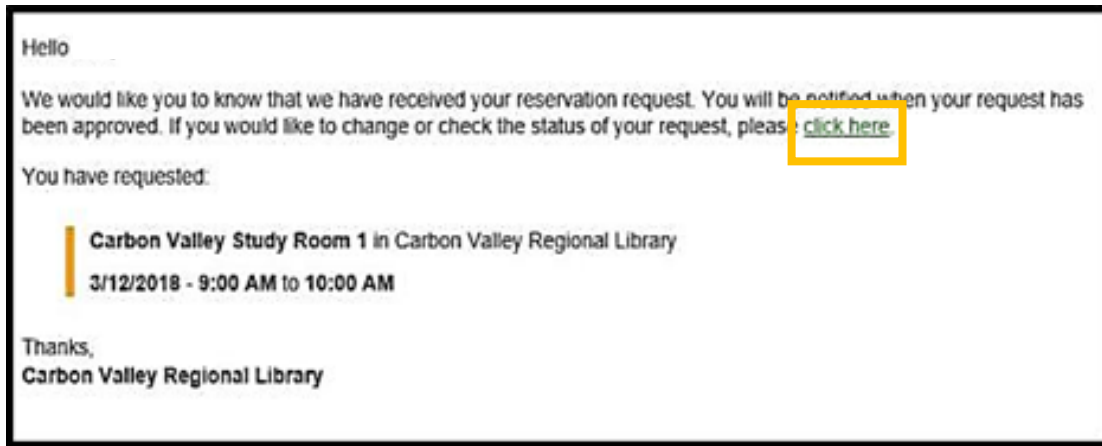


You will see some questions you need to answer as part of your reservation. Check the boxes if you agree, then click **Submit Request**.

***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***