

Create an Account & Join an Organization

First time users must **set up an account** and **create or join an organization**, before space may be requested on behalf of that organization.

Visit <http://naperville-lib.evanced.info/spaces>

- Click on the **CREATE AN ACCOUNT** button in the top right corner.
 - Fill out the required information and click **CREATE ACCOUNT**.
 - CHECK YOUR EMAIL. You will receive an email with an account confirmation link. **Click the link** in the email.
 - After clicking the link in your email, you will see the SPACES screen: "New Account Confirmation". **Click the OK button**.
- Note: All reservation requests must be affiliated with an organization. Reservations using the "No Organization" option will be charged the highest room rate.**
- Request to either **JOIN OR CREATE AN ORGANIZATION**. Look for your organization name in the drop-down list and click **JOIN**. Many organizations names have been added for your convenience. If you don't see your name, click the **JOIN OR CREATE AN ORGANIZATION** link and create your organization.
 - You will receive a second email that lets you know that your request has been received.
 - You will receive a third email once your request is approved; you can now make reservations.

Find a Meeting Room

Step 1: Meeting Room Information

Please see the [Meeting Room Policy](#) for rental fees, cancellation information as well as use and care of facilities and equipment. Reservation requests may be submitted **up to three months prior** to a proposed meeting date.

Step 2: Check for room availability

- Visit <http://naperville-lib.evanced.info/spaces>
- Select the date and time for your reservation.

Time Slots:

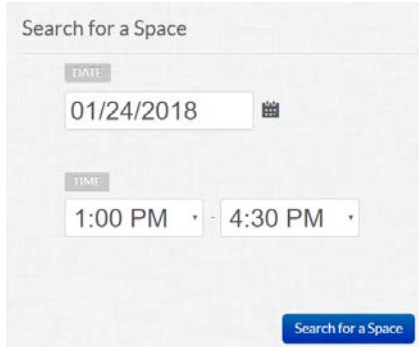
M-F: 9:00 a.m. - 12:30 p.m., 1:00 - 4:30 p.m., or 5:00 - 8:30 p.m.

Sat: 9:00 a.m. - 12:30 p.m., 1:00 - 4:30 p.m.

Sun: 1:00 - 4:30 p.m.

- Click the **SEARCH FOR A SPACE** button.

If you want to reserve two consecutive slots, you must reserve each slot separately, i.e. 9:00 a.m. - 12:30 p.m. and 1:00 - 4:30 p.m..



Step 3: Review room availability

The page shows room availability for your selected date and time.

- Dark gray - hours the library is closed
- Light gray - unavailable for rental
- White - available hours for rental
- Green – your desired reservation time
- Red - reservation conflict
(Dark red for the actual time conflict and light red for the available times during a reservation with a conflict)

Green indicates the time frame chosen by you.

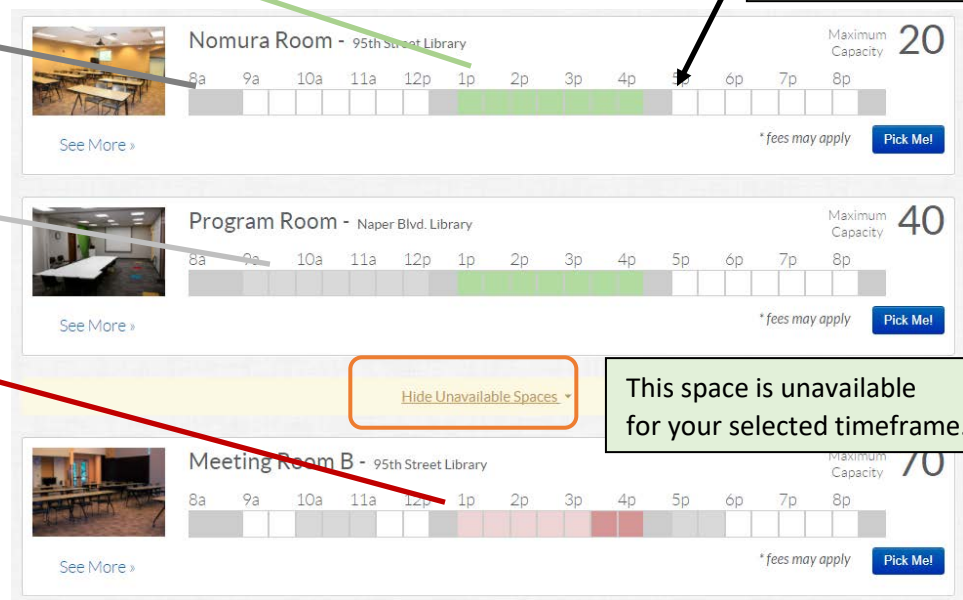
Other available hours are shown in white.

Dark grey indicates library is closed.

Light grey indicates room is unavailable.

Red indicates room is unavailable during the time chosen by you.

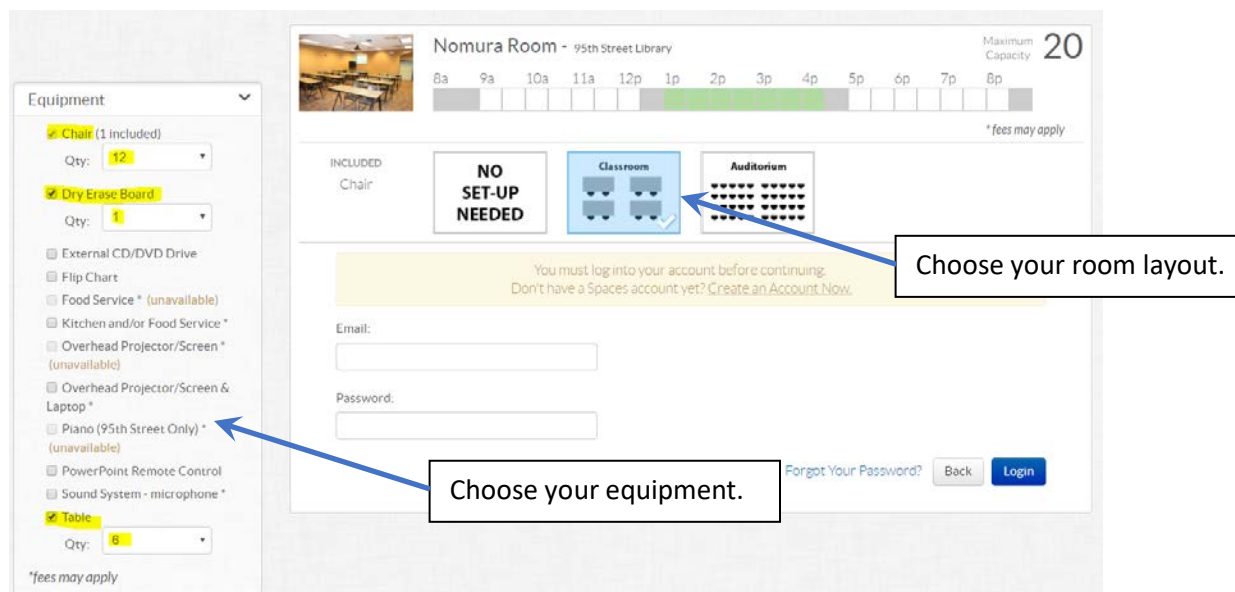
NOTE: maximum capacity of each room.



Step 4: Reserve a Meeting Room



1. Once you have found a date, time and room that fits your needs, click the **PICK ME** button next to your chosen room.
2. To proceed with the reservation, you will need to have an account in our system – see steps on page 1.
3. If you already have an account, enter your email address and password into the login area.



Step 5: Choose equipment and room layout

Choose the equipment that you desire.

Choose your preferred room layout.

Step 6: Fill out your personal information

- Fill out the required information.
- **Choose Organization:**
 - If you are **making a reservation on behalf of a group or organization for the first time** click on the **JOIN OR CREATE AN ORGANIZATION** link.
 - **Note: All reservation requests must be affiliated with an organization.** Reservations using the **"No Organization"** option will be **charged the highest room rate.** Once your request is submitted, your ability to make reservations on behalf of that organization will be pending until approved.
- Once all the information is complete, click **SUBMIT REQUEST.**
- You will receive an email confirming that you have a **pending** request.
- You will receive another email once your **request has been approved or denied.**

Step 7: Reservation Success! Payment due

Once your request has been approved, log in to your SPACES account to view your room reservations and make payment online. Credit card payment may also be made by calling the Meeting Room Coordinator at 630-961-4100 x2220. Cash or checks may be mailed or dropped off at the library. **Payment is due one week from the date your request is approved.** If payment is not received, the reservation will not be confirmed and the room will be made available to rent to another group.

My Account

Log in to your account by clicking on the **MY ACCOUNT** button at the top right of the screen. View your Pending and Approved Reservations, Reservation History, and other account information.

For approved reservations, you can make your payment online. See Step 7 above.

For pending and approved reservations, you can:

- EDIT the date, time and other required information. It is not possible to change the room for a submitted reservation. Once all your changes are complete, click **SUBMIT REQUEST**. You will receive an email confirming that you have a **pending request** and another email once your **revised request has been approved or denied**.
- COPY the reservation to save time in creating a new reservation and edit the date and time.
- CANCEL the reservation. To receive a refund you must cancel at least three days before the event.

To edit your account information, move your mouse over the information and click on the pencil icon that appears on the right.

- LOCATION—your primary library
- ORGANIZATIONS—groups you have created or joined
- View RESERVATION HISTORY—view previous reservations.
- REQUEST SPACE—make a new reservation, if the reservation limit has not been met. (Up to two active reservations are allowed per week.)
- RESERVATION LIST—list of all pending, approved, and inactive (denied) reservations

Helpful Hints

1. *How do I know if my reservation was submitted?*
Once you click the **SUBMIT REQUEST** button your room reservation request is pending approval. You will receive an email when your room reservation request is approved or denied.
2. *How long does it take for my reservation to be approved?*
It may take up to 4 days for requests to be approved. Requests are reviewed in the order received and are granted on a first request basis.
3. *Why doesn't the calendar display dates further in the future?*
You can reserve a room up to 3 months into the future. Any dates beyond that range are not shown.
4. *How can I change or cancel my reservation?*
Click on the **MY ACCOUNT** button at the top right of the screen. See the My Account description above for what you can edit and how to do it.