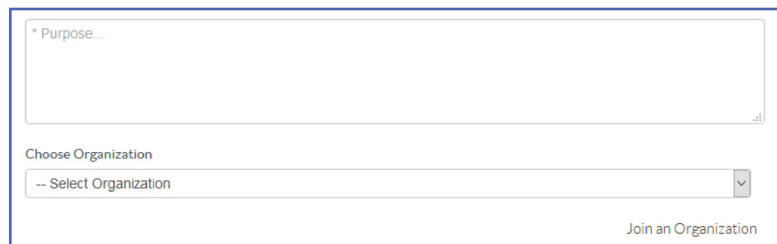**6** **Enter information about the meeting.**

Choose an organization from the drop-down menu. If your organization is not listed, select **No Organization**.

You must provide additional details about your meeting or event.

> * Purpose...
>
> Choose Organization
> -- Select Organization ▾
>
> Join an Organization

7 **Submit your request.**

8 **Watch for your confirmation email.**

Once library staff has reviewed and approved your request, you will receive an email confirming your reservation. Please save this email in case you need to cancel or change your reservation.

> Hello Poudre,
>
> Good news! The following reservation request has been approved:
>
> **Large Meeting Room 2** in Old Town Library
> **6/24/2023 - 4:00 PM to 5:00 PM**
>
> :)
>
> If you are no longer able to make your scheduled reservation, please click here to cancel.
>
> Thanks,
> **Old Town Library**

Cancelling a Reservation

Log in to your account. (From your confirmation email, you can open the link which says click here to cancel. This will take you to your account log-in page.) Click the **Cancel** icon on your reservation and select **Yes**. You will receive another email which confirms that the room reservation has been cancelled.

Please call the Answer Center for more information or assistance with Meeting Room reservations. (970) 221-6740

Meeting Room Reservations

A quick guide to requesting a meeting room online with [spaces]

Poudre Libraries provide large meeting spaces free of charge, to community members for the presentation & exchange of information & opinions of all kinds.

You need a valid email address to reserve a room.

- Reservations are available for nonprofit organizations and groups
- Requests can be made up to six (6) weeks in advance.
- Can have three (3) reservations active at one time.

1 Access the Spaces reservation link

Go to www.poudrelibraries.org/meet and select Large Meeting Rooms. Review the meeting room information and select Reserve a Room Online at the bottom of the page.

2 Create a Spaces account

Click Create Account and enter your information. If you already have an account, enter your log in information and skip to step 4.

3 Verify your email address

Poudre Libraries will send an email to the address you provided. Click the link in the email to verify your email address. You should receive a pop up message on Spaces to confirm that your account has been created.

4 Select date and time

Once logged in, indicate your preferred date and time. Click Search for a Space.

5 Select a Meeting Space

If your desired time is in a green block on the timeline, that space is available. If the desired time is on a red or grey block, the space is not available. You can adjust your desired time at the top of the menu.

A box at the left allows you to select a specific library location. To select an available meeting room location, click the Pick Me button.

07/2023