

RESERVE A LIBRARY MEETING ROOM

To create an account and reserve a room, visit winfieldlib.evanced.info/spaces, or go to our website at www.winfield.lib.il.us and click the Spaces button (shown above).

Policies and Procedures:

- Reservations must be made at least 48 hours in advance.
- Reservations may be made for the current 90 days on a rolling basis.
- You must be at least 18 years old to make a reservation.
- All reservations must be affiliated with a Winfield community group or organization.
- Groups or organizations must be composed mainly of citizens who reside in areas that are taxed for Winfield Library service.
- Only nonprofit groups may use the meeting room.
- No fees may be charged for admission and nothing may be sold on library property.
- Groups are expected to set up the meeting room for their own use and clean up before leaving.

For our full meeting room policy, visit: www.winfield.lib.il.us/Policies/MeetingRoom.pdf.

Step 1: Create a Spaces account.



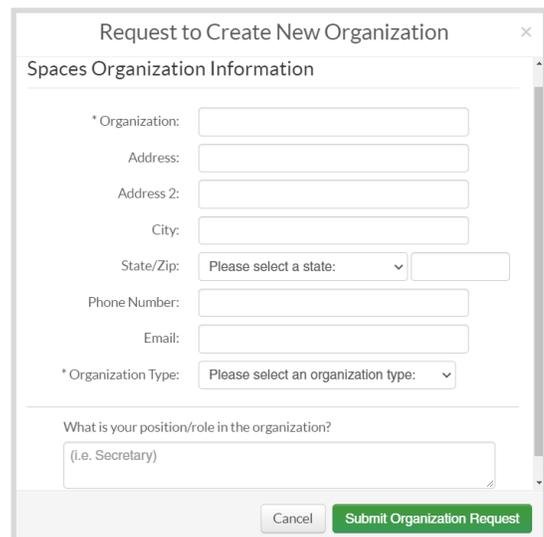
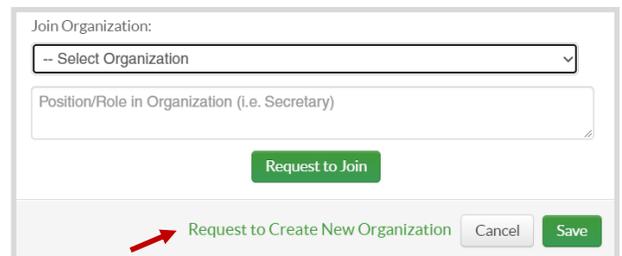
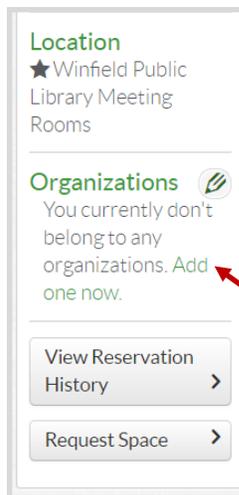
Step 2: Join or create an organization. All reservations must be linked to an organization.

Click the My Account button. In the Organizations section, click "Add one now." You can also click the pencil icon to edit your list of organizations.

Either select an existing organization to join or click the link to Request to Create New Organization.

Please fill out the request form as completely as possible.

Once your organization is approved by library staff, you will get an email notifying you that "You can now make reservations for this organization through your account." **Please wait until you are approved before you move to step 3 to reserve a room.**



Step 3: Log in and search for availability on your desired date and time.

Thirty minutes of set-up and take-down time is added onto every reservation.

Take this additional time into account when searching for available times. For example: if you reserve a room for 7:00-8:30 p.m., Spaces will automatically reserve a time slot of 6:30-9:00 p.m.

Earliest reservation start time:

9:30 a.m. Monday-Saturday

You may access the room at 9:00 a.m.

Latest reservation end time:

8:30 p.m. Monday-Thursday

You may use the room until 9:00 p.m.

4:30 p.m. Friday-Saturday

You may use the room until 5:00 p.m.

In your search results, rooms shown in green at your desired time are available. (See image at above right.) You can also select calendar view to check availability.

Maximum room capacity:

Room A: 33

Room B: 49

Room AB: 82

Tables and chairs available:

Room A has 4 tables, 20 chairs

Room B has 4 tables, 40 chairs

Room AB has 8 tables, 60 chairs

If you need specific equipment:

Select from the Equipment list. Certain equipment is only available in Room A or B. All equipment is available in AB.

Click the Pick Me button for the room you want to book.

Search for a Space

DATE: 09/21/2022

TIME: 5:00 PM - 6:00 PM

Search for a Space

Date/Time Filter

September 21, 2022 5:00 PM - 6:00 PM

Meeting Room A - Winfield Public Library Meeting Rooms Maximum Capacity 33

9a 10a 11a 12p 1p 2p 3p 4p 5p

6p 7p 8p

See More +

Pick Me!

Week Month

Filter Reservations by

Locations Options Keyword

Clear Search Print

< September 25 - October 01, 2022 >

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
+25	+26 10:00 AM - Spaces Reservation	+27	+28	+29	+30	+1

Pick Me!

Equipment

- AV Cart with DVD Player, Projector, Speakers
- Blu-Ray/DVD Player with Remote Control
- Chairs
- Coat Rack
- Coffee Maker
- Digital Projector with Remote Control
- Microphone for Use with Podium
- Microwave Oven
- Overhead Projector
- Podium
- Screen - Drops from Ceiling
- Sink
- Soundbar with Remote Control
- Tables - 6 Feet Long
- Tack Board on Room Divider
- VGA, HDMI, Ethernet Cables for AV Equipment
- White Board on Room Divider

Meeting Room A - Winfield Public Library Meeting Rooms Maximum Capacity 33

9a 10a 11a 12p 1p 2p 3p 4p 5p

6p 7p 8p

Pick Me!

Step 4: Reserve the room.

Once you have chosen your room, fill out and submit the reservation form. You must check the box that indicates you understand the library's Meeting Room Policy.

When your reservation request has been approved by library staff, you will receive an email with the subject line "Spaces Reservation Approved."

kclark@winfield.lib.il.us

* Purpose...

Choose Organization

-- Select Organization

Join or Create an Organization

I have read and understand the library's Meeting Room Policy, click here to view this policy: [Terms and Conditions](#).

Back Submit Request



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