

Make a Room
Reservation
On-line

You must create an account to use the room reservation process

You can create an account in one of two ways:

You can click the *Create an Account* link at the top right hand section on the initial page

OR

You may click the *Create an Account Now* link on the last page after you have already searched for and picked a space.

After completing one of the two actions mentioned above, you then fill out the *Create an Account for Spaces* form with the following information:

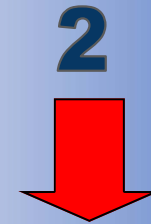
- First and Last Name (entry required)
- Email (entry required)
- Password (entry required)
- Phone Number (entry optional)
- Primary Library (entry required)

After filling out the necessary fields, please click the *Create Account* button at the bottom of the form.

After clicking the button, you will receive a message that you will need to confirm the new account via email through the address that you provided on the *Create an Account for Spaces* form.

You will need to click a verification link within the email before you can log into, and utilize the Spaces reservation system, to make a request.

1) Login or 2) Create Login



spaces Create an Account Login

May 06, 2015 2:00 PM - 7:30 PM

Time: 5a 6a 7a 8a 9a 10a 11a 12p 1p 2p 3p 4p 5p 6p 7p 8p 9p
Date: [Calendar grid]

Video Recording Studio - North Library Maximum Capacity 25

5a 6a 7a 8a 9a 10a 11a 12p 1p 2p 3p 4p 5p 6p 7p 8p 9p
** fees may apply*

Equipment

- 3D Printer Large (unavailable)
- 3D Printer Medium (unavailable)
- 3D Printer Small (unavailable)
- Audio/Video Cables (unavailable)
- Coffee/Tea (unavailable)
- Digital Camera (Nikon D40) (1 included)
- Laptop (1 included) *
- LCD Projectors (unavailable)
- Podium (unavailable)
- TV Cart (unavailable)
- Whiteboard (unavailable)
- Whiteboards (unavailable)

**fees may apply*

Room Policy

INCLUDED

- Laptop
- Digital Camera (Nikon D40)

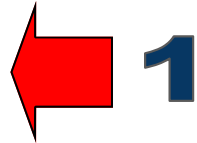
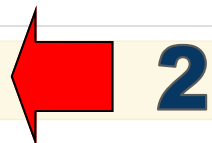
You must log into your account before continuing. Don't have a Spaces account yet? [Create an Account Now.](#)

Email:

Password:

[Forgot Your Password?](#)

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Before you begin, please read the meeting room policy.

1) Choose the date/time you want or



2) Search for available space.

Search for a Space

DATE

05/06/2015  **1**

TIME

02:00 PM  until 03:00 PM 

Search for a Space **2**

- 1) Pick the location
- 2) Use the slider to choose the time
- 3) Choose the room based on the number of attendees
- 4) Choose equipment and layout options
- 5) Click on "Pick Me" to choose the room

The screenshot shows the Spaces.com interface for booking a room on May 15, 2015, from 9:00 AM to 1:00 PM. The interface includes a sidebar with filters and a main area with room listings. Red arrows and numbers 1 through 5 highlight specific elements:

- 1**: Points to the "Locations" filter dropdown in the sidebar.
- 2**: Points to the time selection slider at the top of the page.
- 3**: Points to the "Pick Me!" button for the "Oval Meeting Room A" listing.
- 4**: Points to the "INCLUDED Laptop" section and the room layout diagram for the "Small Sound Room".
- 5**: Points to the "Pick Me!" button for the "Large Sound Room" listing.

The sidebar filters are as follows:

- Locations:**
 - Select All
 - Door Regional Library
 - North Library
- Equipment:**
 - 3D Printer Large
 - 3D Printer Medium
 - 3D Printer Small
 - Audio/Video Cables (unavailable)
 - Coffee/Tea
 - Digital Camera (Nikon D40)
 - Laptop *
 - LCD Projectors
 - Podium
 - TV Cart (unavailable)
 - Whiteboard (unavailable)

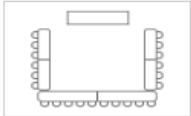
The room listings shown are:

- Small Sound Room - North Library:** Maximum Capacity 2. Includes a laptop. A "Pick Me!" button is visible.
- Oval Meeting Room A - Door Regional Library:** Maximum Capacity 8. A "Pick Me!" button is visible.
- Large Sound Room - North Library:** Maximum Capacity 10. A "Pick Me!" button is visible.

- 1) Complete information
- 2) Confirm request information
- 3) Submit request

My Account Logout

May 06, 2015 2:00 PM - 6:30 PM
Skyview Meeting Room
[See Less »](#)

 Equipment: Laptop, Podium, Whiteboards
Purpose: meeting

* I agree to the library's meeting room policy.
 Yes No

* How many people will be attending your event?
18

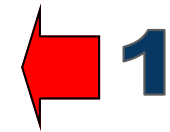
I understand the terms and conditions for room use as outlined here. [Terms and Conditions](#).

Payment Summary

ROOM CHARGE	Cost	Duration	Total
Hourly Charge (1-5 hrs)	\$10.00	3.5	\$35.00
TOTAL			\$35.00

Back Submit Request

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- ◆ You will received an email confirmation that the room reservation has been accepted
- ◆ Fees must be paid a minimum of three (3) working days prior to your event to maintain your reservation
- ◆ Your deposit will be held until we have confirmed that there is no loss or damage to the room or equipment

Branch	Phone	Address	Hours
Main Library	928-782-1871	2951 S. 21st Dr. Yuma, AZ 85364	Mon – Thu : 9am – 9pm Fri – Sat : 9am – 5pm
Foothills Branch	928-342-1640	13226 E. South Frontage Rd. Yuma, AZ 85367	Sun – Mon : Closed Tue – Thu : 10am – 7pm
Heritage Branch	928-783- 5415	350 Third Ave. Yuma, AZ 85364	Sun – Mon : Closed Tue – Thu : 10am – 7pm
San Luis Branch	928-627-8344	1075 N. 6th Ave. San Luis, AZ 85349	Sun – Mon : Closed Tue – Wed : 9am – 7pm Thu : 9am – 8pm
Somerton Branch	928-627-2149	240 Canal Street Somerton, AZ 85350	Sun – Mon : Closed Tue – Thu : 10am – 7pm
Wellton Branch	928-785-9575	28790 San Jose Ave Wellton, AZ 85356	Sun – Mon : Closed Tues – Thu : 10am – 7pm