

How to Request a Meeting Room via Spaces

Huron Public Library uses the “Spaces” software as a quick and convenient way to submit a meeting room reservation request. You may set up a “Spaces” account or login to your already existing account by visiting this link: <http://huronsd.evanced.info/spaces>.

If this is your first time, please click on “Create an Account” in the top right-hand corner of the page. Once you’ve logged in, you will be able to manage your account through the “My Account” link in the top right-hand corner of the page. From here, you can edit your contact information and request to join an organization (i.e. your group’s name).

Remember: You can always manage your reservations by logging into your “Spaces” account. This includes the ability to edit your personal information, check for meeting room availability, request space, edit reservations, cancel reservations, and view reservation history.

If your group already has current reservations on the calendar, your group’s name may already be in the system and you can simply select from the list. If not, please type in your group name (i.e. organization name, Girl or Boy Scout Troop AND number, etc.) into the request purpose field to ask staff to create a new organization. You may be associated with more than one organization within the system and more than one person can be associated with a single organization.

To request a meeting room:

1. Simply select the preferred date for your reservation.
2. Select the desired start and end times for your reservation. Be sure to include any time before and/or after your meeting for your group to set up and clean up the room.
3. Click “Search for a Space”.
4. A list of available spaces will appear at the top of your screen (in green). Determine which space best fits your needs and click “Pick Me!”
5. Log in to your “Spaces” account when prompted (if not already logged in).
6. Complete the required fields.
7. Click “Submit Request” to complete your reservation. Your request will then be submitted and all information verified. A copy of your meeting room request will be sent to the email address corresponding to your Spaces account. When the room request is accepted, another confirmation email will also be sent to the email address on your Spaces account. Requests are reviewed in the order received and are granted on a first request basis.

Note: A confirmed reservation is required in order to use the meeting room space.