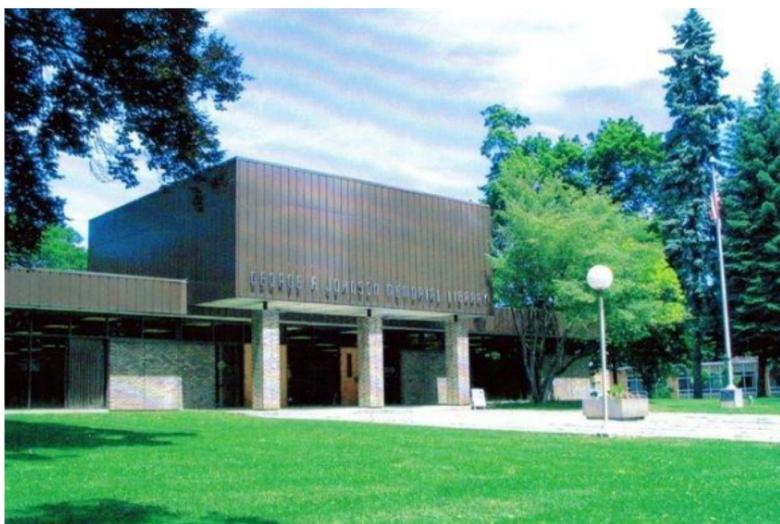




Reserving a Room Online Using **[spaces]**



1001 Park Street
Endicott, NY 13760
(607) 757-5350
www.gfjlibrary.org

Hours: Monday – Thursday 9am-9pm
Friday & Saturday 9am-5pm
Closed Saturdays in July and August

Available Spaces @ GFJ Library

All spaces can be accessed by stairs or elevator

Beatrice Scott Room

Our basement meeting room which is available for community use.

- Maximum capacity – 99
- 6-12 tables & several chairs
- Equipment – Smartboard, laptop, DVD player, sound system with wireless microphone, projector screen
- Several electrical outlets



Study Rooms 1 & 2

Our study rooms are located outside the Scott Room. They are intended for small groups or individual work. The divider between the rooms may be opened to double the space if both study rooms are scheduled.

- Maximum capacity – 5 per room
- 1 table and 3-5 chairs per room
- 1 power strip in each room



Using Spaces

Spaces is GFJ Library's room reservation software. Please follow the instructions below to request a room reservation.

Rooms may not be requested more than 90 days in advance or less than 24 hours in advance.

1. Visit gfjlibrary.org/calendar to browse the calendar for room availability.
2. Click on the room request link to view the library's room use information before clicking "Accept & Submit" at the bottom of the page.
3. At this point it is recommended that you create a new account or login to your existing account. Choose the appropriate option from the links at the top right of the screen.
 - To create a Spaces account
 - Click "Create an Account"
 - Enter your first name, last name, email, phone number, and create a password.
 - Click "Create Account."
 - At this point you will be sent an email to verify your registration. Click on the link in the email and then on the green "Verify" button.
 - To login to your existing Spaces account
 - Click "Login"
 - Enter your email address and password. (If you have forgotten your password, click "Forgot Your Password?" for further instruction.)
 - Click the brown "Login" button.

Your account creation is now complete and you can return to the room request process.

4. Select the date and time that you wish to reserve and click “Search for a Space.”
5. Any available spaces will appear with a timeline for the day. Click “Pick Me!” to request this time. If you would like to look for a different date or time, change this information on the top of the screen.
6. Enter the purpose of your room usage.
7. Complete the organization field.
 - If you have previously registered with your organization, you may select the group from the dropdown menu.
 - If you are an established organization within the library, click “Join an organization,” select your organization from the list, and click “Request to Join.” From this point, you may either wait until your request is approved, or schedule the room with no organization.
 - If your organization is not on the list, please call the library to have it added.
8. After reading the library “Terms and Conditions,” check the box and click “Submit Request.”

You should receive the first confirmation email immediately and will receive another email when your request has been approved or denied by library staff.

Frequently Asked Questions

Who can use the library spaces?

Library spaces may be used by community organizations for educational, civic, cultural and/or business purposes. Please review room use information on our website for more information.

Is there a fee to use the rooms?

No. Room usage is provided free of charge but donations to the library are accepted.

Can I make a recurring reservation?

Yes. You can reserve a room as far as 3 months ahead of time (90 days). Each reservation must be scheduled individually through Spaces.

Can I check to see if my room request has been approved yet?

Yes. Log in to your account by following steps 1 to 3 of the “Using Spaces” instructions in this brochure. Then click on “My Account” on the top right of the screen. Your pending and approved reservations will appear on your account page.

What if I need to cancel my meeting or need to change the time?

To cancel a reservation, you will need to follow the directions above to log in to your Spaces account. Find the reservation on your account screen and click Cancel.

To modify a reservation, log in to your Spaces account as indicated above, click on your reservation, and click “Modify.” Make

changes to your reservation and click “Submit Request.”

I don't know how to use the equipment. Can you help me?

Of course! However, there might not be a staff member available at the time of your meeting. If you have concerns about using library equipment, please contact us by phone at least a week prior to your meeting. We can discuss your equipment needs and, if necessary, arrange a time to review equipment use with you.

Is there anything else that I have to do?

Please take good care of library spaces as outlined in the room use information on our website. This includes:

- Checking in and out at the Adult Information Desk.
- Covering the tables if you will be using anything that can make them dirty or cause damage to them.
- Not writing on the Smartboard with anything other than the provided digital markers.
- Making sure that all tables and chairs are left where you found them.
- Placing garbage and recycling in appropriate receptacles.

