



How to Make a Room Reservation with *Spaces*

Creating an Account

1. Select the “Make a Reservation” tab on the Village’s homepage
2. Click the “Create an Account” or “Login” tab on the top right
3. Create an account

Reserving a Room

1. Select a room reservation time
2. Select a room
3. Under the Equipment box on the top-left of the screen
 - a. Select the number of organization attendees
 - b. Select any other required room equipment
4. Fill out the Purpose Box
 - a. Be as specific as possible.
 - b. For Example, input only “Basketball” if your organization is renting the gym for that purpose
5. Select an Organization
 - a. If this is your first time, select “Join an Organization”
 - b. If this is a one-time reservation, select “One-Time Organization”
 - c. If multiple reservations are required and your organization is not listed or you are joining an organization and need approval, please call the Civic Center at (630) 469-5000 to register your organization.
6. Answer all questions and accept Terms and Conditions
7. Submit your Reservation
8. You will receive email notification when your reservation is approved by Village Staff