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### **The Village of Glen Ellyn rolls out online Civic Center room reservation software**

Village of Glen Ellyn, IL — The Village of Glen Ellyn is pleased to introduce [Spaces](#), an online room reservation software that will allow the general public to conveniently reserve rooms in the Civic Center via the web. In just a few steps, residents can now reserve a room from the comfort of their living room. Previously, residents and organizations needed to call or stop into the Civic Center to reserve a room. With the implementation of Spaces, residents will now be able to browse which rooms are available and select the right one for their date and time. “This is yet another way we’re trying to make it more convenient to interact with the Village via technology, and to allow residents and organizations an easier way to reserve a room [at the Civic Center] via their computer or smartphone”, stated Village Manager Mark Franz.

Residents and organizations can find the link for Spaces on the Village website homepage at [www.glenellyn.org](http://www.glenellyn.org). Beginning Wednesday, February 5<sup>th</sup>, all reservations will be registered online using Spaces. All room and gym reservations accepted before that date have been imputed into Spaces by Village Staff.

When residents login into Spaces, they will be prompted to create an account before they can reserve a room. Users must also select an organization. All current organizations that have reserved a room with the Civic Center have been imputed into the system. However, first time organizers that would like to make multiple reservations must call the Village at (630) 496-5000 to register their organization. If residents would like to reserve a room only once, they have the ability to use the “One Time Reservation” organization.

Currently the Village rents out 5 rooms for public meetings and gatherings free of charge to residents. Each room differs in size and can hold anywhere from 1 – 75 people. The Village also rents out a gym to basketball groups for only \$15 an hour. “Some folks in the community are still surprised to learn that there’s actually a gymnasium within the Civic Center that you can rent. By making it more convenient [to reserve a room], we hope more groups will take advantage of this great community asset”, stated Franz.

The Village encourages residents to reserve rooms in the Civic Center anytime Monday – Thursday 9:00 a.m. – 10:30 p.m., Friday 9:00 a.m. – 3:00 p.m. and Saturday 9:00 a.m. – 2:00 p.m.

For more information please contact Al Stonitsch, Assistant Village Manager at (630) 469-5000 or online at [www.glenellyn.org](http://www.glenellyn.org).

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