

Step 1: To check availability for a meeting space and to make a reservation, please visit:

[http://sacomaine.org/reserve\\_a\\_meeting\\_space.php](http://sacomaine.org/reserve_a_meeting_space.php)

This will be the page that is displayed.

## Reservations

The City of Saco has three rooms that can be reserved for meetings. There are two meeting spaces in Saco City Hall: the first floor conference room and the City Hall Auditorium/Council Chambers. There is also a Conference Room at the Transportation Center located at 130 Main Street that is available for use. You will be able to view the availability of these spaces and can reserve the space using the calendar below.

For events taking place at the Train Station conference room or at City Hall after normal operating hours: Please make sure the name included in your reservation is the name of the person who will be picking up the key at the Police Department located at 20 Storer Street. The key will only be given to the person included on this form. Thank you!

Day	List	7/3	Spaces
⊙	Conference Room (City Hall)	Auditorium (City Hall)	Conference Room (TrainStation)
12:00 AM			
1:00 AM			
2:00 AM			
3:00 AM			
4:00 AM			
5:00 AM			
6:00 AM			
7:00 AM			
8:00 AM			
9:00 AM			
10:00 AM			
11:00 AM			
12:00 PM			

Step 2: To make a reservation, click on the calendar

Step 3: A form will open.

User: This is where you select your user name (please create a new one if you have not done so already).

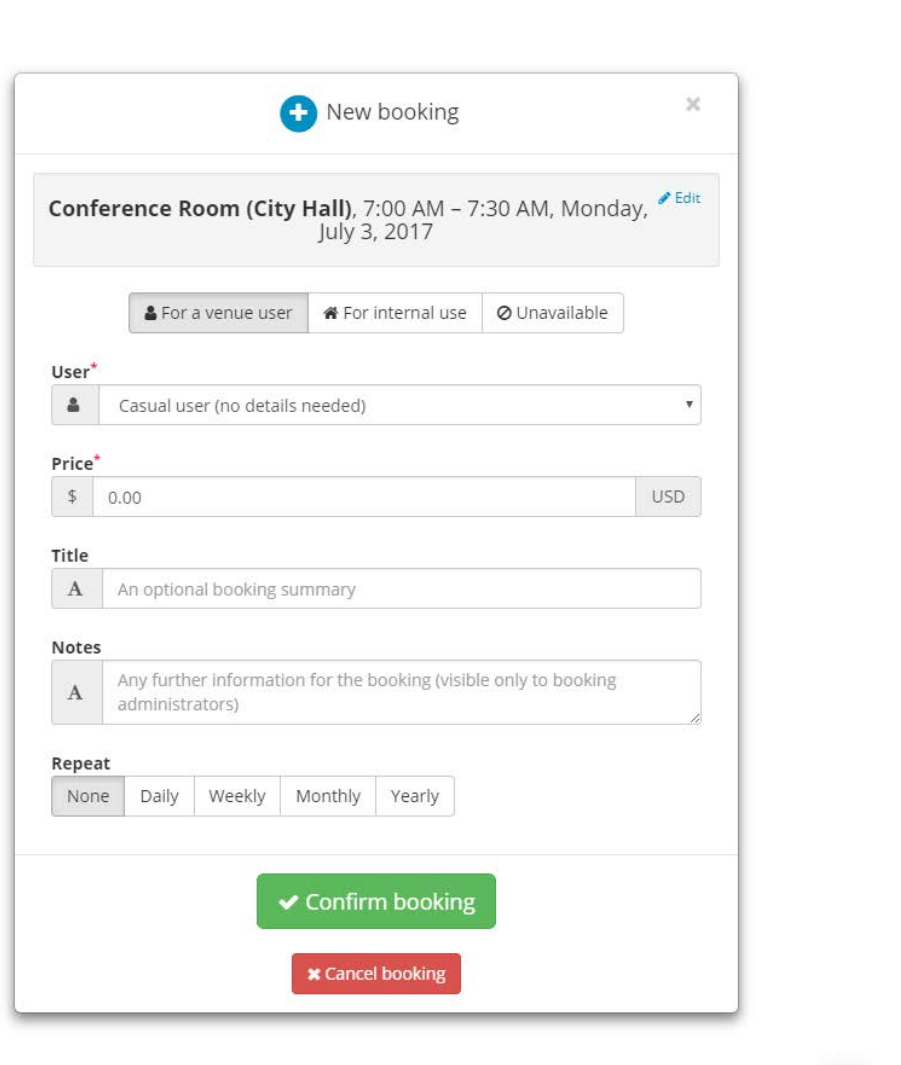
Price: There is no charge to use the meeting space so please leave price blank.

Title: Please list the name of the organization here followed by the name of the person who will be picking up the key in parenthesis. Example: Organization (Name of Person Picking Up Key)

Notes: Within the notes field, please include any additional people who are affiliated with your group who you would like authorized to pick up the key, and any audio/visual requests you may have.

Repeat: If this is a recurring meeting, please use this section to select the dates on which this will recur.

Click Confirm Booking. You will receive an email from Skedda Bookings confirming your reservation.



The image shows a 'New booking' form with the following fields and options:

- Event Summary:** Conference Room (City Hall), 7:00 AM – 7:30 AM, Monday, July 3, 2017. Includes an 'Edit' link.
- Availability:** Radio buttons for 'For a venue user', 'For internal use', and 'Unavailable'.
- User:** A dropdown menu with 'Casual user (no details needed)' selected.
- Price:** A text input field containing '\$ 0.00' and a 'USD' currency selector.
- Title:** A text input field with a placeholder 'An optional booking summary'.
- Notes:** A text area with a placeholder 'Any further information for the booking (visible only to booking administrators)'.
- Repeat:** A set of radio buttons for 'None', 'Daily', 'Weekly', 'Monthly', and 'Yearly'.
- Buttons:** A green 'Confirm booking' button and a red 'Cancel booking' button.

## Frequently Asked Questions:

How do I book a meeting on the first Monday of every month?

If you select Monthly under repeat, then this option will appear.

The screenshot shows a 'New booking' form for 'Auditorium (City Hall)' on Tuesday, July 11, 2017, from 12:00 PM to 12:30 PM. The form includes fields for User (Casual user), Price (\$0.00), Title, and Notes. Under the 'Repeat' section, 'Monthly' is selected. The 'How often?' section shows two options: 'Day 1 of every 1 month(s)' and 'The first Tuesday of every 1 month(s)'. The 'How should we end it?' section has 'End by' set to Friday, July 21, 2017. The 'Any exceptions?' section is empty. A green 'Confirm booking' button is at the bottom. A black arrow points to the 'The first Tuesday of every 1 month(s)' option.

**New booking** Cancel booking

**Auditorium (City Hall), 12:00 PM – 12:30 PM, Tuesday, July 11, 2017** Edit

For a venue user  For internal use  Unavailable

**User\***  **Price\*** \$ 0.00 USD (per occurrence)

**Title**

**Notes**

**Repeat**  None  Daily  Weekly  Monthly  Yearly

→ **How often?**

Day 1 of every 1 month(s)

The first Tuesday of every 1 month(s)

→ **How should we end it?**

**End by**

**End after** 2 occurrence(s)

→ **Any exceptions?**

**Except on**  Clear all exceptions

*In summary: On the first Tuesday of every month. Begin on Tuesday, July 11, 2017 at 12:00 PM. End by Friday, July 21, 2017.*

How do I change the number of times the event repeats?

At the bottom of the repeat section there is an end by date or end after a certain number of occurrences section. This is where you will determine the duration.

**New booking** Cancel booking

**Auditorium (City Hall), 12:00 PM - 12:30 PM, Tuesday, July 11, 2017** [Edit](#)

For a venue user  For internal use  Unavailable

**User\***  **Price\***  USD (per occurrence)

**Title**

**Notes**

**Repeat**  None  Daily  Weekly  Monthly  Yearly

→ How often?

Day 1 of every 1 month(s)

The first Tuesday of every 1 month(s)

→ How should we end it?

End by

End after  occurrence(s)

→ Any exceptions?

**Except on**  [Clear all exceptions](#)

*In summary: On the first Tuesday of every month. Begin on Tuesday, July 11, 2017 at 12:00 PM. End by Friday, July 21, 2017.*