

# Reserving a Room at K-State Research and Extension Center – Sedgwick County

Visit [sedgwick.evanced.info/spaces](http://sedgwick.evanced.info/spaces) to reserve a room at the Sedgwick County Extension Center.

Select date and time frame you are interested in reserving a room. And then click on the “Search for a Space” button. Keep in mind that there is a 3-hour minimum when renting rooms and only one room for one day can be reserved at a time.

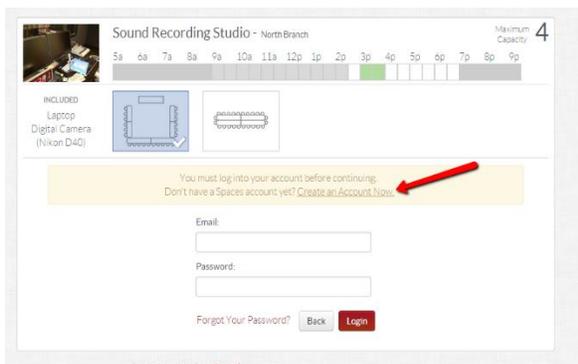
On the next page, you will be able to view all rooms that are available for your date and time frame. Note, if you don’t see your preferred room, scroll down and click on “Show Unavailable Spaces” to see if it is already reserved. You can also click on “See More” under each room picture for a list of amenities available. Available rooms appear, with existing reservations represented by red conflict bars along with photos of the rooms and the room's capacity.

## Selecting a Reservation

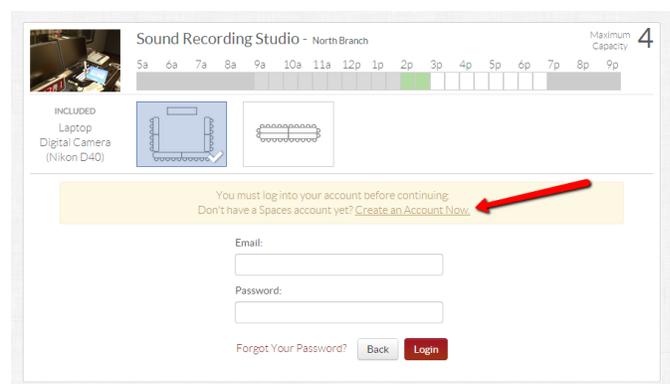
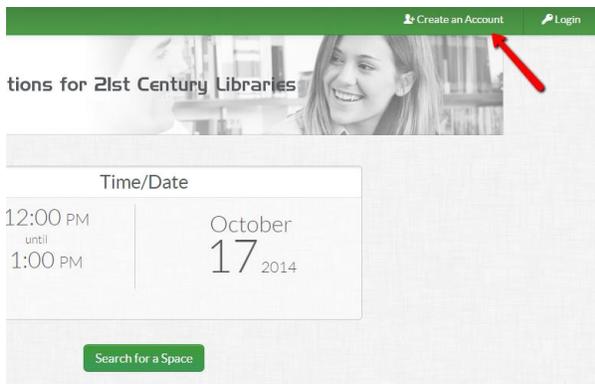
To choose a room reservation, click the "Pick Me!" button that corresponds with the room of choice.

To proceed with the reservation, you must have an account in the system.

- If you have a login, enter the email address and password into the login area
- If you need to create an account for the first time, the select the "Create an Account Now" and step through the prompts to create a new account and complete the reservation



New accounts can be created from the link at the top of the patron page, or in the reservation screen.



When an account is made, you may supply the following information (all fields are required except Phone Number and Primary Branch):

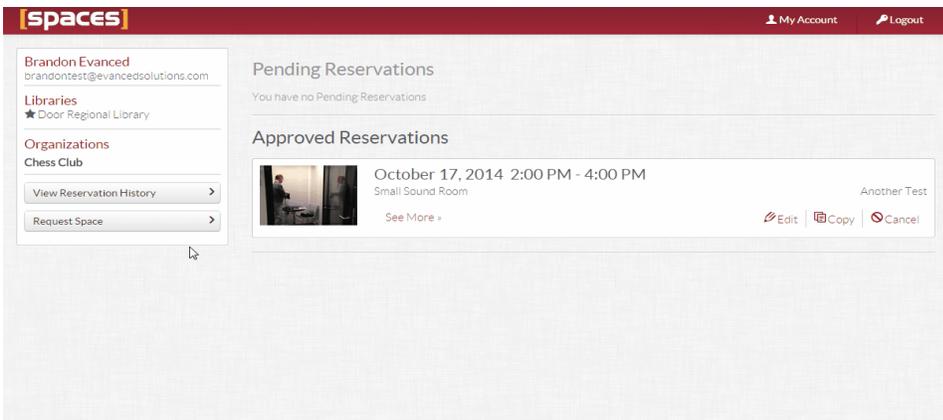
- First Name
- Last Name
- Email
- Password (to access the account)
- Phone Number
- Primary Branch (if applicable)

You can confirm your account creation by going to the email address you listed. (You will only need to do this the first time you reserve a room.)

You will then be able to log in and continue your room reservation.

Once you have verified your account and logged in, there are several options:

1. edit personal information
2. join or create an organization if patron side organization creation is enabled
3. view reservation history
4. request a new reservation



After logging in to your account, the reservation can be completed by filling out the reservation form:

- Choose a room layout (if applicable.)
- Enter a purpose for which they intend to use the room.
- Choose an organization affiliated with their account from the organization drop-down menu. If there is no organization affiliated with the request, choose, "No Organization" from the drop-down.

- A patron can also request to create a new organization by choosing the "Create Organization" link. Note: After the organization request is submitted by the patron, the new organization must first be approved by staff before it is available as an optional organization from the patron side drop-down list
- Select the "Continue" button to continue to the Request Summary

On the final page, once the organization is listed, you will see the payment summary. Once you select “Submit Request” it will go into a pending box for our room rental manager to approve. If your organization is new and is a 501©3, you will be requested to submit proof of non-profit status.

ROOM CHARGE	Cost	Duration	Total
TOTAL			\$0.00

After the reservation is submitted, patrons will receive a notice that their reservation is pending approval and will be directed to the account details page.

Once your request is approved, you will receive an email with confirmation as well as an option to pay online.