

Reserving a Conference Room at EZ Spaces

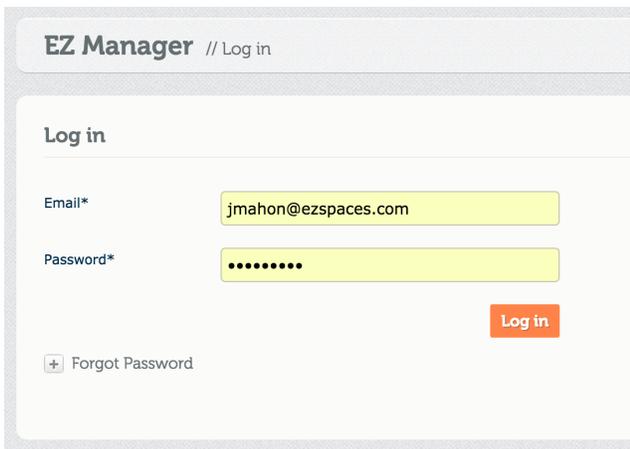
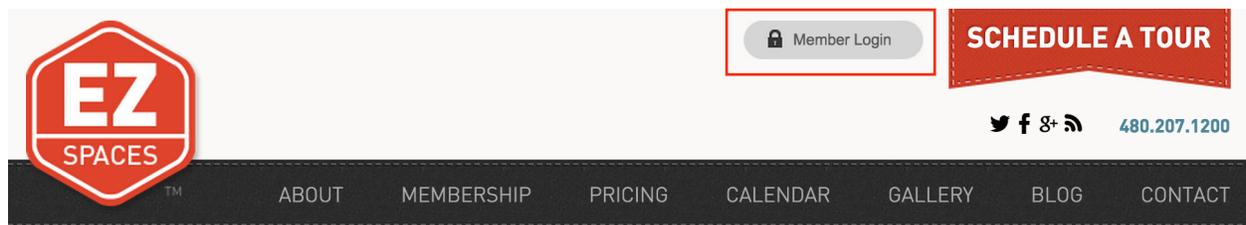
Please read this document carefully as it will show you how to reserve conference rooms at EZ Spaces, now and moving forward. If you have any comments or questions, please send us an email at word@ezspaces.com or talk to us in person during business hours.

Please use the diagrams and instructions below for reserving your conference room.

Please check availability and [schedule your reservation](#) using the online EZ Manager. Each member is allotted free conference room usage according to their [membership agreement](#). Any usage outside the membership agreement will be automatically billed to the credit card on file. See additional terms on page 4.

Let's Get Started

First, go to <http://www.ezspaces.com> and in the upper right side of the site, click on the member login button. See diagram below:



Once you click on the login button, you will be taken to the [EZ Manager](#), please log in with your email address and password. If you do not know your password, click on the [forgot password](#) link and a new password will be sent to your email address on file (*check spam folder*). See diagram below:

You will then see your user dashboard (next page).

User Dashboard:

EZ Manager // Dashboard // John Mahon // Check In Welcome Back: John Mahon ⚙️ 📄

John Mahon // Web Developer

John Mahon ID# 2324
1530 E. Williams Field Rd.
Gilbert, AZ 85295
480-686-2967

Crown Internet
Mailbox #01 - Gilbert, AZ
📧 📱 f in

john@crowninternet.com

Member Details:

Membership Member Since: October 1, 2013 Membership Type: Monthly Pass @ Gilbert, AZ	Payment Method Card on File: XXXXXXXXXXXX9758 Exp - 072018 Update	Reservations Hours this Month: 1:30 hours / 3 Hours Alloted Last Created Reservation: 02/27/15 Small Room #2 9:00 am - 10:30 am	Last Visit Last Studio Visit: February 26, 2015 08:54am Gilbert, AZ Visits since last billing day: 21
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Payment Method

Card on File:
XXXXXXXXXXXX9758
Exp - 072018
[Update](#)

Reservations

Hours this Month:
1:30 hours / 3 Hours Alloted

Last Created Reservation:
02/27/15
Small Room #2
9:00 am - 10:30 am

In your Dashboard, you will see your active reservation allotments for the current month in the Reservations box (above). To reserve a room beyond your allotted hours, a credit card must be on file.

From here, go to the [reservation tool](#) using the navigation on the top. You can see the screen shot of the room reservation tool on the following page.

In the navigation bar, click on Member Tools and the drop down will reveal an option to Book a Conference Room. See diagram to the right.

MEMBER TOOLS | **INVOICES**

- Profile
- Member Details
- Book a Conference Room**
- Referral Program

Reservation Tool:

EZ Manager // Reserve a Conference Room Welcome Back: John Mahon

Reserve a Conference Room

Below are the scheduled reservations for the conference rooms. Please check availability and schedule your reservation **using the form below the calendar**. Each member is allotted free conference room usage according to their membership agreement. Any usage outside the membership agreement will be automatically billed to the credit card on file. [See additional terms below.](#)

February 2015 month week today < >

Mon	Tue	Wed	Thu	Fri
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27

8:30a Power In Networking (2 hc)	6a EcoTec Lighting (5 hours)
9a EcoTec Lighting (1:30 hours)	9a Crown Internet (1:30 hours)
9a Convrvt (1 hours)	2p Esper Media (1 hours)
2p Graduation Solutions, LLC (6	2p EZ Spaces (1 hours)

The reservation allows you to pick a room, date and time. You will not be able to reserve a room that is already in use. Using the form *below the calendar*, choose the room, date and time and make your reservation. Time will be used against your allotted hours set for the month. Allotted hours are reset each month.

See how to choose a room to the right. *As you choose a room, only that room will be shown in the calendar.*

Gilbert, AZ

- Choose a Room
- Atrium
- Large Room #1
- Small Room #2
- Small Room #3
- Small Room #4

Start Time

End Time

Enter Event description Here...

SEND MESSAGE

It's that simple! Have fun and happy meetings to you all!

Reservation Policies

Please carefully read the reservation policies below:

Per our membership agreement, as a valued member of EZ Spaces, you have an allotted amount of FREE conference room usage available to you every month. Your card will not be charged if your reservation falls within your allotted membership agreement. Any time reserved above your allotted free conference room designation, the card we have on file will be billed automatically for the reservation. Over usage will be charged and under usage will not be refunded. So please plan accordingly. You must be aware of any succeeding reservations and plan to vacate the room so the next party has adequate time to set up and enter the room.

Should you need to cancel, modify or duplicate your booking, you can do so by using the bookings manager. You can only modify or delete a future reservation, based on start time. All expired reservations are subject to the full time reserved. Reservations made during after hours are not billed. After hours are considered 5:00pm - 8:00am. Saturday and Sunday, during the hours of 8:00am - 5:00pm, are considered billable reservation time.

Update:

Team members may have a total allotment for the team divided amongst the group. For an example, a team of 4 might have 12 hours to use for the entire team. This would be divided into 3 hours per team member. If this is the case, should a team member go over on their allotted hours, usage WILL NOT roll over to the next team member. Should a team member go over their allotted hours individually, such charges will apply during the next billing cycle to the account on file. To help avoid this, you can allocate the total number of hours for the company to a single member to manage and make sure overage is not incurred. A credit card must be on file for each team member to make a room reservation.

If you have any comments, questions or need help making a reservation, please feel free to contact us using the information below:

Email: work@ezspaces.com

Phone: 480.207.1200

Thank you so much for reserving your conference room using the EZ Manager!

Please do not make a room reservation if you do not agree to these reservation policies.