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

![Calendar](image)

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.
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.
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.