

South Metro Fire Rescue Community Room On-Line Request Instructions

Start by going to the South Metro Fire Rescue web page www.southmetro.org

Then click on Reserve A Community Room (see arrow below)

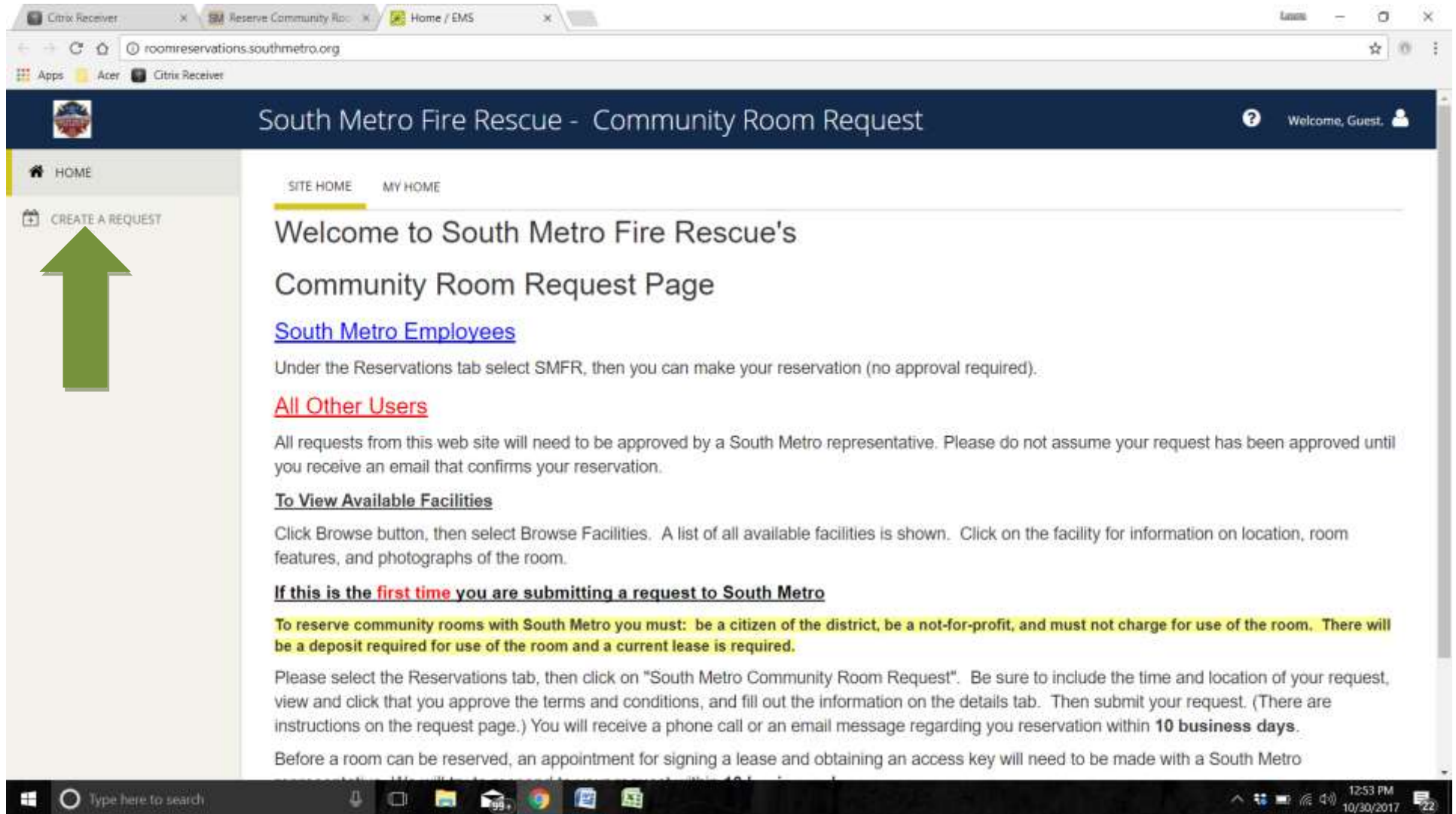


The screenshot shows the South Metro Fire Rescue website. At the top, there is a navigation bar with a 'Sign In' button. Below the navigation bar is a large banner image of firefighters in uniform standing in front of a South Metro Fire Rescue logo. Underneath the banner are four buttons: 'APPLY NOW', 'ASK A CODE QUESTION', 'YOUR OPINION MATTERS', and 'ASK A FIREFIGHTER'. Below these buttons are contact numbers: 'Non-Emergency 24/7 Dispatch 720-258-9511' and 'Administration 720-585-2000'. The main content area features a link to 'Click to read the Fall Edition of SMFR's Newsletter, [The Fireline](#)' and a section titled 'Fire-Adapted Communities' with a link to a news article. Below this is a section titled 'Lightning: Learn the Facts' by Einar Jensen, SMFR Risk Reduction Educator, with a video thumbnail. On the right side, there is a 'Tweets by @SouthMetroFRC' section showing two tweets from South Metro. At the bottom right, there is a 'Select Language' dropdown menu. On the left side, there is a dark red sidebar menu with the following items: 'Electronic Plans Submittal', 'Ambulance Payments', 'Employment', 'Engine Visits, School Visits & Station Tours', 'Reserve a Community Room', 'Schedule an Inspection', 'Accela Guide', 'Training Bureau', 'Election Information', 'Foundation Classes', 'Learning Symposium', 'IV Class', 'EMT - II Class', 'HIDPro', 'SMFR Email', 'Caupa', and 'Employment Verification'. A blue arrow points to the 'Reserve a Community Room' link in the sidebar menu.

You are then directed to this page that lists the community rooms available (and their location, capacity, and parking). Click on [Reserve a Community Room](#) to start the room reservation process.

The screenshot shows a web browser window displaying the South Metro Fire Rescue website. The browser's address bar shows the URL southmetro.org/259/Reserve-Community-Rooms. The website header includes the South Metro Fire Rescue logo, a search bar, and navigation links for 'About Us', 'Fire Stations', 'Services', 'Online Resources', and 'I'm Looking For'. A sidebar on the left contains a list of services: 'Ask a Firefighter', 'Class Information & Schedules', 'Community Services & Programs', 'Emergency Medical Services', 'Employment', 'Fleet', 'Life Safety Education', 'Plan Review', 'Reserve Community Rooms', 'Schedule an Inspection', 'Special Teams & Programs', and 'Services'. Below these are buttons for 'NOTIFY ME', 'ASK A CODE QUESTION', and 'YOUR OPINION'. The main content area is titled 'Reserve Community Rooms' and contains the following text: 'Community Rooms are available for use to district citizens, who have non-profit organizations, and do not charge attendees for the meeting. To reserve a community room please use the link below. Please note, you do not have a confirmed reservation until you are contacted by South Metro. If this is the first time you've made a room request, you will also be required to sign a rental lease and submit a deposit for the security key and a room damage deposit. Deposits will be returned at the expiration of the lease upon return of key and inspection of room.' Below this text is a blue link labeled 'Reserve A Community Room' with a red arrow pointing to it. Further down, there is contact information: 'You can call for information during business hours (7:30 to 4:30 Tuesday through Friday) at 720-999-2402. You can also email at roomreservations@southmetro.org'. The bottom section, titled 'Community rooms are available at:', lists three stations with their addresses and capacities: Station 34 (8871 Maximus Dr, Lone Tree, CO 80124, capacity 20), Station 41 (10795 S. Pine Dr, Parker, CO 80138, capacity 30), and Station 42 (7320 S Parker Rd, Foxfield, CO 80016, capacity 20). A 'Select Language' dropdown menu is visible in the bottom right corner.

The instructions on this page provides helpful information for first time users. To start the reservation click on Create a Reservation.



The screenshot shows a web browser window displaying the "South Metro Fire Rescue - Community Room Request" page. The browser's address bar shows "roomreservations.southmetro.org". The page has a dark blue header with the site logo and the text "South Metro Fire Rescue - Community Room Request" and "Welcome, Guest." with a user icon. A left sidebar contains a "HOME" button and a "CREATE A REQUEST" button with a calendar icon. A large green arrow points upwards to the "CREATE A REQUEST" button. The main content area has a sub-header "SITE HOME MY HOME" and a main heading "Welcome to South Metro Fire Rescue's Community Room Request Page". Below this is a link for "South Metro Employees" and a paragraph stating that reservations can be made under the "Reservations" tab for SMFR. There is a section for "All Other Users" explaining that requests need approval. A section titled "To View Available Facilities" instructs users to click "Browse" and then "Browse Facilities". A section titled "If this is the first time you are submitting a request to South Metro" contains a highlighted yellow box with the text: "To reserve community rooms with South Metro you must: be a citizen of the district, be a not-for-profit, and must not charge for use of the room. There will be a deposit required for use of the room and a current lease is required." Below this, instructions are given to select the "Reservations" tab, click on "South Metro Community Room Request", include time and location, view and approve terms and conditions, and fill out the details tab. A final note states that a phone call or email message regarding the reservation will be received within 10 business days, and that an appointment for signing a lease and obtaining an access key will be needed before a room can be reserved.

To start a booking select the date



And time (start and end) for your reservation



Add your estimated attendance numbers



The screenshot shows a web browser window with the URL `roomreservations.southmetro.org/ClassicRequestForm.aspx?data=ity3Dem%2byxrGFZTQvNr975K4dCU8QwV7`. The page title is "Request Form" and it includes a "Welcome, Guest" notification. The main heading is "South Metro Community Room Request" with a "Create Request" button. Below this are two tabs: "Room Search" (active) and "Request Details". The "Room Search" section is titled "New Booking for Tue Oct 31, 2017" and includes a "Next Step" button. The form is divided into two columns: "Date & Time" and "Selected Room". The "Date & Time" column contains fields for "Date" (Tue 10/31/2017), "Start Time" (7:00 PM), "End Time" (9:00 PM), and "Attendance" (0). There are also buttons for "Recurrence", "Let Me Search For A Room", and "I Know What Room I Want". The "Selected Room" column contains the text "Your selected Room will appear here." and a "Search" button. The Windows taskbar at the bottom shows the time as 12:56 PM on 10/30/2017.

Make sure that when you are selecting time of day you select **AM** or **PM** (click on the x to exit the time window)

The screenshot shows a web browser window with the URL `roomreservations.southmetro.org/ClassicRequestForms.aspx?data=ity3Dem%2byxrGFZTCvNr975K4dCU8QwV7`. The page title is "Request Form" and it includes a "Welcome, Guest." notification. The main content area is titled "New Booking for" and features a "Date & Time" section with a date of "Tue 10/31/2017" and a time of "09:00 PM". A dropdown menu is open over the time selection, showing "09" and "00" in the hour and minute fields, and "PM" in the period field. A green arrow points to the "PM" button, and another green arrow points to the "x" close button of the dropdown. Below the time selection, there are "Start Time" options for "7:00 PM" and "9:00 PM", an "Attendance" field with the value "0", and a "Search" button. The page also includes a "Create Request" button and a "Next Step" button. The Windows taskbar at the bottom shows the time as 12:55 PM on 10/30/2017.

If you want to reserve time for a recurring meeting (for example a meeting that meets once per month on the fourth Thursday of the month), select **Recurrence** and make your selections.

The screenshot displays a web browser window with the URL `roomreservations.southmetro.org/ClassicRequestForm.aspx?data=ity3Dem%2byoxGFZTQvNr975K4dCU8QwV7`. The page title is "Request Form" and the user is logged in as "Guest". The main content area shows a "South Metro Community Room Request" form for a "New Booking for Tue Oct 31, 2017". The form includes fields for "Date & Time", "Date" (Tue 10/31/2017), "Start Time" (7:00 PM), "End Time" (9:00 PM), "Attendance" (0), and "Locations" (no preference). A "Recurrence" button is visible next to the date field. A modal dialog box titled "Recurrence" is open, showing the following settings:

- Repeats:** Monthly (with a "Remove Recurrence" button)
- On day:** 30 of every 1 month(s)
- On the:** Second Thu of every 1 month(s)
- Start Date:** Tue 10/31/2017
- End Date:** Thu 02/01/2018 (3 occurrences)
- End after:** 1 occurrence(s)
- Start Time:** 7:00 PM
- End Time:** 9:00 PM
- Create booking in this time zone:** Mountain Time

Buttons at the bottom of the dialog are "Apply Recurrence" and "Close". A pink arrow points from the "Recurrence" dialog to the "Recurrence" button in the background form.

If you select **Recurrence** you can select Daily - Weekly - Monthly - Random (Random is no patter, you just pick the dates). Then fill in the **Start Date** and **End Date** and **Start Time** and **End Time**. Once you have entered in the information in this pop-up window, select Apply Recurrence on the bottom.

The screenshot displays a web browser window with the URL `roomreservations.southmetro.org/ClassicRequestForm.aspx?data=ity3Demf82byooGFZTQvNf975K4dCU8QwV7`. The page title is "Request Form" and it shows a "South Metro Community Room Request" for a "New Booking for Mon Dec 4, 2017".

The "Recurrence" pop-up window is the central focus, containing the following fields and options:

- Repeats:** A dropdown menu with "Daily" selected. A pink arrow points to this dropdown.
- Remove Recurrence:** A button next to the dropdown.
- Frequency Options:** Radio buttons for "Every", "Weekdays Only", and "End after".
- Start Date:** A date picker set to "Mon 12/04/2017".
- End Date:** A date picker set to "Tue 12/05/2017" with "(2 occurrences)" next to it.
- End after:** A field set to "1" with "occurrence(s)" next to it.
- Start Time:** A time picker set to "7:00 AM".
- End Time:** A time picker set to "12:00 AM".
- Create booking in this time zone:** A dropdown menu set to "Mountain Time".
- Buttons:** "Apply Recurrence" (highlighted with a pink arrow) and "Close" at the bottom.

The background shows the main form with fields for "Date" (Mon 12/04/2017), "Start Time" (7:00 AM), and "End Time" (12:00 AM). A "Create Request" button is visible on the right side of the page.

Click on Let Me Search for A Room to see what is available. (If you know the room you need, select I Know What Room I Want)

Request Form

Welcome, Guest

South Metro Community Room Request

Create Request

Room Search Request Details

New Booking for Tue Oct 31, 2017

Next Step

Date & Time

Occurs on the second Thursday of every month, effective Tue Oct 31, 2017 until Thu Feb 1, 2018 from 7:00 PM to 9:00 PM Mountain Time. (3 occurrences)

Recurrence

Attendance

15

Let Me Search For A Room

Locations (no preference) Add/Remove

Search

I Know What Room I Want

Your selected Room will appear here.

Russell
You added 03-Hold On (Remastered).flac
Dropbox

Type here to search

12:57 PM
10/30/2017

If you selected Let Me Search For a Room - Only Available Rooms will show up on the list. If you have requested a Recurring reservation, the rooms will appear with the number of available dates per room. In this example, the room is available at Station 34 Four times out of four times (4/4) requested, but only three times four (3/4) at Station 42. Click on the plus sign in the blue dot to select a room.

Request Form

New Booking for Tue Oct 31, 2017

Welcome, Guest

Date & Time
Occurs on the first Thursday of every month, effective Tue Oct 31, 2017 until Thu Feb 1, 2018 from 7:00 PM to 9:00 PM Mountain Time. (4 occurrences)

Recurrence

Attendance: 0

Let Me Search For A Room [Search]

I Know What Room I Want

Locations: (no preference) [Add/Remove] [Search]

Selected Room
Your selected Room will appear here.

Room Search Results

Room	Available	Location	TZ	Cap	Setup Type
+ Station 34 Community Room	4/4	Station 34 - Maximus	MT	20	(no preference)
+ Station 41 Community Room	4/4	Station 41 - Pine Drive	MT	30	(no preference)
+ Station 43 Community Room	4/4	Station 43 - Pinery	MT	30	(no preference)
+ Station 46 Community Room	4/4	Station 46 - Stroh Rd	MT	30	(no preference)
+ Board Room	3/4	Mineral Building	MT	60	(no preference)
+ Station 42 Community Room	3/4	Station 42 - Parker	MT	20	(no preference)
+ Station 45 Community Room	3/4	Station 45 - Northgate	MT	30	(no preference)
+ MR-1 Meeting Room 1	1/4	Mineral Building	MT	45	(no preference)
+ MR-1&2 Meeting Rooms 1 and 2 Combined	1/4	Mineral Building	MT	90	(no preference)
+ MR-2 Meeting Room 2	1/4	Mineral Building	MT	45	(no preference)

Once selected your room will appear on the top of the row with a minus, rather than a plus sign. Then you should select Next Step.

The screenshot displays the 'Request Form' interface for South Metro Community Room requests. The page is titled 'Request Form' and includes a navigation bar with 'Room Search' and 'Request Details' tabs. The 'Room Search' tab is active, showing a table of search results. A blue arrow points to the minus sign next to 'Station 41 Community Room' in the 'Selected Room' section. A red arrow points to the 'Next Step' button.

Date & Time
Occurs on the first Thursday of the month, effective Tue Oct 31, 2017 until Tue Oct 31, 2017 from 7:00 PM to 9:00 PM Mountain Time. (4 occurrences)

Recurrence
Attendance: 0

Selected Room
- Station 41 Community Room

Room Search Results

Room ^	Available v	Location	TZ	Cap	Setup Type
Station 34 Community Room	4/4	Station 34 - Maximus	MT	20	(no preference)
Station 41 Community Room	4/4	Station 41 - Pine Drive	MT	30	(no preference)
Station 43 Community Room	4/4	Station 43 - Pinery	MT	30	(no preference)
Station 46 Community Room	4/4	Station 46 - Stroh Rd	MT	30	(no preference)
Board Room	3/4	Mineral Building	MT	60	(no preference)
Station 42 Community Room	3/4	Station 42 - Parker	MT	20	(no preference)
Station 45 Community Room	3/4	Station 45 - Northgate	MT	30	(no preference)
MR-1 Meeting Room 1	1/4	Mineral Building	MT	45	(no preference)

You will need to fill in this next page - **Event Name**, **Event Type** (Select Meeting External) Group (type in the name of your group for example Boy Scout Troop 007) **First Contact Name** **Phone** and **1st Contact Email Address**

The screenshot shows a web browser window with the URL `roomreservations.southmetro.org/ClassicRequestForm.aspx?data=ity3Dem%2byxiGFZTCvNr975K4dCUBQwV7`. The page title is "Request Form" and the user is logged in as "Guest". The main heading is "South Metro Community Room Request" with a "Create Request" button. There are two tabs: "Room Search" and "Request Details", with "Request Details" being the active tab. The form is divided into sections: "Event Details" and "Group Details".

Event Details

Event Name *

Event Type *

Group Details

Group *

1st Contact Name *

Phone *

Fax

1st Contact Email Address *

Then you will have to fill in the questions - **Are you a not for profit? Do you charge for attendance? Home Address** (please include city and zip code) Then please read the Terms and Conditions (there is a link on the words [terms and conditions](#)).

The screenshot shows a web browser window with the URL `roomreservations.southmetro.org/ClassicRequestForm.aspx?data=ity3Dem%2byxiGFZTQvNr975K4dCU8QwV7`. The page title is "Request Form". A modal window titled "terms and conditions" is open, displaying the following text:

Community Rooms are available for use to non-profit organizations located in our district. Deposits for community room use are \$100 damage deposit and \$35 key deposit - both returnable when you turn in the key and no longer need the room. The lease is set to end at the end of the year, but we sign new leases every year and a group is allowed to keep their scheduled times (no additional deposit required). The only exception to room use is if the district needs the room for training or other purposes. We will try to give you advanced warning if this is the case and I will help to find you an alternate location. Your group does not need to be a registered non-profit, but since the rooms are free, we do not allow business use of the facility.

Since we do not charge for room use, we ask that each group clean up after themselves. This includes wiping down tables, vacuuming, bagging trash and removing to outside trash container, and a quick check of restrooms. We ask that each group return set-up of the room to original configuration.

A "Close" button is visible in the bottom right corner of the modal.

The background form contains the following fields and questions:

- Name: Smokey Bear
- Phone: 720-989-2000
- 1st Contact Email Address: smokey.bear@usfs.org
- Additional Information: (indicated by a large white arrow)
- Is your group a not-for-profit? *: Yes
- Do you live in the South Metro District? *: Yes
- Do you charge for attendance? *: No
- Home address (please include city and zip code) *: US National Forests Centennial CO 80112
- Checkbox: I have read and agree to the terms and conditions
- Button: Create Request

Once you've read that, please click the check box that you agree to the terms and conditions. Finally click the [Create Request](#) button.

Citrix Receiver x Reserve Community Room x Request Form / EMS

roomreservations.southmetro.org/ClassicRequestForm.aspx?data=ity3Dem%2byxrGFZTCvNr975K4dCU8QwV7

Apps Acer Citrix Receiver

Request Form Welcome, Guest.

Smokey Bear

Phone * 720-989-2000 Fax

1st Contact Email Address * smokey.bear@usfs.org

Additional Information

Is your group a not-for-profit? * Yes

Do you live in the South Metro District? * Yes

Do you charge for attendance? * No

Home address (please include city and zip code) * US National Forests Centennial CO 80112

I have read and agree to the terms and conditions

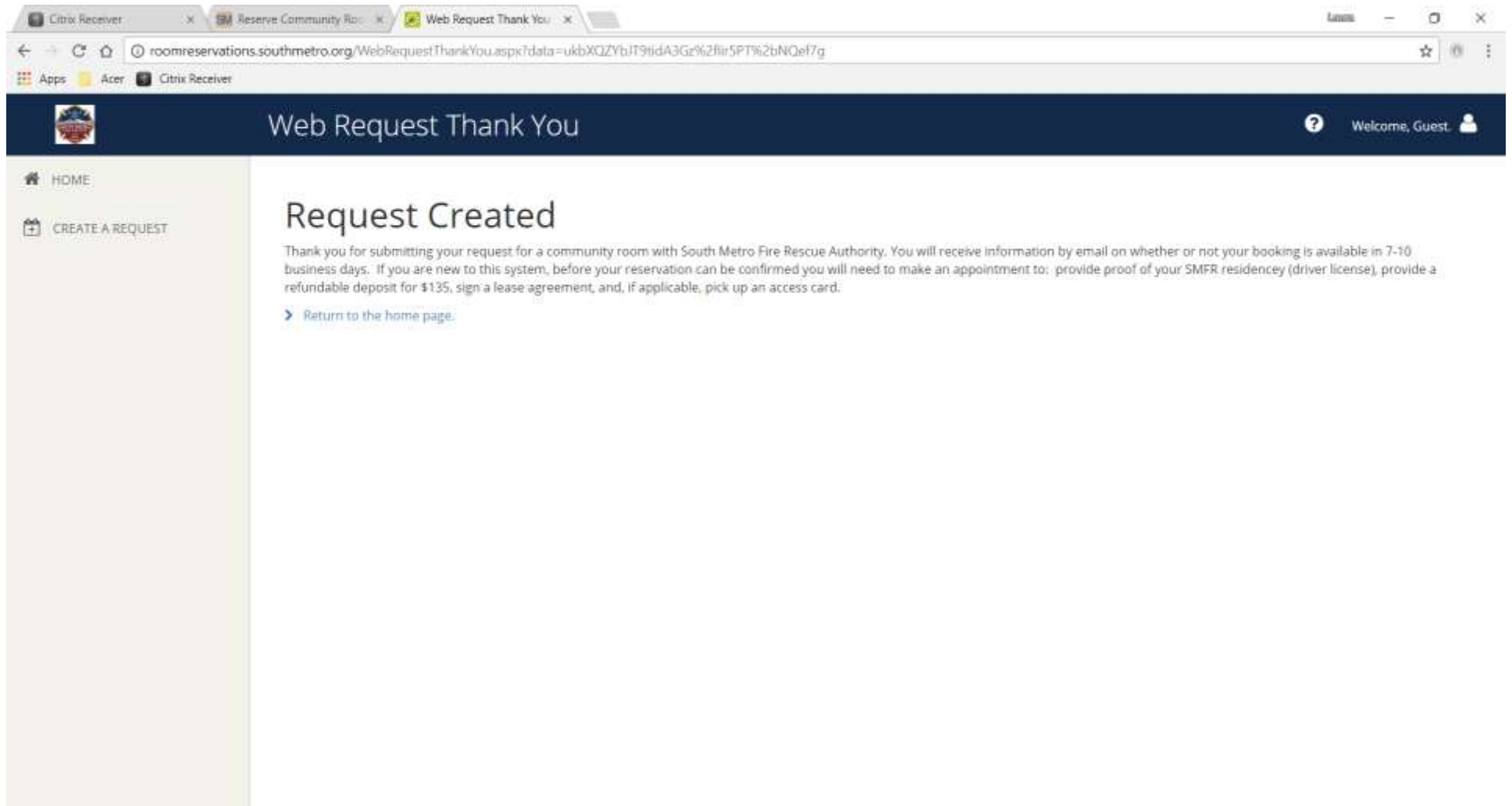
Create Request

You will be asked if you want to create a request. Click Yes, Create Request.

The screenshot shows a web browser window with the following details:

- Browser tabs: Citrix Receiver, Reserve Community Ac..., Request Form / EMS
- Address bar: roomreservations.southmetro.org/ClassicRequestForm.aspx?data=ity3Dem%2byooGFZTQvNr975K4dCU8Qw7
- Page title: Request Form
- User: Welcome, Guest
- Form fields:
 - Organization: Smokey Bear
 - Phone: 720-889-2800
 - 1st Contact Email Address: smokey.bear@unfs.org
 - Additional Information:
 - Is your group a not-for-profit? * (Yes)
 - Do you live in the South Metro District? * (Yes)
 - Do you charge for attendance? * (No)
 - Home address (please include city and zip code) * (US National Forests Centennial CO 80112)
 - Checkbox: I have read and agree to the terms and conditions
- Confirmation Dialog Box:
 - Title: Ready To Continue?
 - Text: Are you sure you would like to create this request?
 - Buttons: Yes, Create Request (highlighted with a grey arrow), No, Not Yet
- Bottom Right Button: Create Request

You will know your request has gone through when you see this page.



The screenshot shows a web browser window with three tabs: 'Citrix Receiver', 'Reserve Community Room', and 'Web Request Thank You'. The address bar shows the URL: `roomreservations.southmetro.org/WebRequestThankYou.aspx?data=ukbXQZYbJT9tjdA3Gz%2f9r5PT%2bNQef7g`. The page header is dark blue with the South Metro Fire Rescue Authority logo on the left, the text 'Web Request Thank You' in the center, and a user profile icon with the text 'Welcome, Guest.' on the right. A left sidebar contains two menu items: 'HOME' and 'CREATE A REQUEST'. The main content area features the heading 'Request Created' in a large font, followed by a paragraph of text: 'Thank you for submitting your request for a community room with South Metro Fire Rescue Authority. You will receive information by email on whether or not your booking is available in 7-10 business days. If you are new to this system, before your reservation can be confirmed you will need to make an appointment to: provide proof of your SMFR residency (driver license), provide a refundable deposit for \$135, sign a lease agreement, and, if applicable, pick up an access card.' Below this text is a blue link that says '> Return to the home page.'