



OFFICE OF ARTS & CULTURE

SEATTLE



**Seattle**  
Neighborhoods

## What is SpaceFinder?

Welcome to **Spacefinder Seattle**, a free tool developed by the city's **Office of Arts & Culture** and **Seattle Department of Neighborhoods** to help you rent and lease space to artists, community organizations, and individuals. Please feel free to call (206) 733-9955 or email [matthew.richter@seattle.gov](mailto:matthew.richter@seattle.gov) if you have trouble getting set up. This document should walk you through the basics.

For more information on SpaceFinder, go to: [www.spacefinderseattle.org/about](http://www.spacefinderseattle.org/about).

## Getting Started

First, you will need to create an account. This account must be attached to an **email address**. Click the [List a Space](#) link and complete the new account form. The contact information provided on this page is for internal use only and **will not** be available to the public.

You may use a single account for managing multiple venues (for example, an organization such as Historic Seattle which manages rentals at multiple locations that are all connected administratively may prefer this approach). Or you may create multiple accounts for different operations (an example might be someone whose day-job is booking rentals at a community building, but also rents out their home garage on the side to bands for rehearsals).

Once you create an account, staff will review your submission. If it meets City of Seattle guidelines, staff will approve your entry within three business days. You can continue to create listings before you're approved and these listings will be made public once approval is received.

## What's a "Venue?"

A venue is a location on a map. Typically, it's a building that contains one — or many! — rentable spaces. Once you create an account, you'll need to create a venue (or multiple venues — see above).

From the home page (which can always be reached by clicking the Spacefinder logo at the upper left hand corner of the screen), click on the [List a Space](#) button in the upper right-hand corner of the screen. From here, click the **Add a New Venue Location** button and fill in the required fields in the Venue Location form. It's a good idea to include a photo of the exterior of your venue. The information you provide about the venue should apply to all the individual spaces in the venue.

Once you save your venue information, you'll be taken to a preview of the venue's page. You should verify the accurate placement of the venue location by Google maps. Should you need to, you can go back and edit the venue's information. Otherwise, you may begin adding [Space Listings](#) by clicking the [Add a Space Listing](#) button at the bottom of the page.

## Creating Spaces to Rent in Your Venue(s)

A **space** is a rentable room (or outdoor area, or suite of rooms, or part of a room) connected to a **venue**. The space is the thing you're renting out, it's the thing space-seekers are seeking, it's the basic unit of exchange on Spacefinder. **Even if your whole venue is for rent, you'll need to describe it as a "space" in order for it to be searchable and show up in the listings.**

To add a space to a venue:

1. Click on [Space Listings](#) from your account page, [List a Space](#) from the home page, or [Add a Space Listing](#) from the bottom of your Venue preview page;
2. Choose a venue to which you want to add a space and click [Add Listing](#);
3. Give the space a name and continue to the space's information page;
4. In a ribbon across the top of the page, you'll see quick links to each section ([Basic Info](#), [Contact Info](#), [Rental Terms](#), etc.) or you can simply scroll down through the sections;
5. Below the ribbon, you'll find a text box where you can enter a summary about your space and beneath this are categories of descriptive features that you may select to describe your space using click-boxes;
6. Publish the listing when you are ready to make it public.

If you're curious about how this listing will look to space-seekers, you can click the [View this Listing](#) link to preview your listing before you publish it. You will need to [Save](#) any changes to see them reflected in the listing. **Your listing will not be made public until you publish your listing.**

**As you work your way through the click-boxes, remember that these will become the qualities by which people will search for your space.**

## Don't Forget to Publish

Once you are satisfied with the way your space looks, you'll need to [Publish](#) the listing. The Publish link is located below the space name on the listing edit and preview page. You can also change the publication state for each listing on your account [Dashboard](#).

## Multiple Space Listings

If you have multiple similar spaces for rent, you needn't click all the boxes and enter all the information each time for each space. You can duplicate an existing space and simply change the name and any other information that isn't the same.

From the [Space Listings](#) page (you'll find the link on the left-hand side of your screen or in the drop-down menu under your email address at the top right of the screen) you can choose to

**Duplicate** an existing listing. This will bring up a screen with the space pre-named as the existing space name with (Copy) appended. For example, if you were to duplicate a space named “Dining Room,” the new space will be named “Dining Room (Copy)” until you rename it. You can rename the space whatever you like and can leave the fully cloned listing as is or edit it as needed. Note: images and files attached to a listing will not be copied over.

### **The space I made a listing for is no longer available. What should I do?**

You can choose to **Unpublish** the space at any time. This preserves the page (while making it invisible to the public) so that you can publish it again should it become available. You can find the Unpublish link below the space name on the listing edit and preview page. And you can edit the publication state for each listing on your account [Dashboard](#).

### **How do I reply to my messages?**

When a space-seeker fills out a **Contact This Space** form, a copy of the form is sent to your email address, and a copy is stored on your **Messages** page on the Spacefinder. This page is simply a space to collect all of your contacts through the system and is not intended as an email system. You cannot reply to the messages here; it is a one-way mailbox that receives only. You will need to reply to messages via email.

### **How can I make my spaces appear higher in the search results?**

The default order for “browse spaces” is “most recently edited.” If you want your spaces to appear higher in the results, you could try editing the listing – this will push it higher until it’s displaced by more recently edited listings. For filtered search results, the order is by “most relevant.”

### **What happens if I forgot my password?**

If you forget your password, you can click the **Forgot your password?** link from the login page to reset it.