

Archie Frequently Asked Questions (FAQs)

What is Archie?

Archie is Co.act's online platform for reserving meeting rooms and event space. It centralizes scheduling, approvals, agreements, and payments in one system.

Who can use Archie?

Archie is available to:

- Grassroots, Block Clubs, Case-by-case
- Emerging Nonprofits
- Established Nonprofits
- Foundations & Funders
- The Co.act Team & Partners

Different user groups may have different access levels, pricing, or approval requirements.

How do I book space?

1. [Create an Archie account](#)
2. [Browse available rooms and dates](#)
3. Submit a booking request
4. Review and accept terms
5. Complete payment (if applicable)
6. Receive confirmation

Do I need an account to book?

Yes. Creating an account allows you to manage reservations, receive notifications, and check in when you arrive.

Will all bookings be approved automatically?

Not always. Some spaces — especially event areas or full-space reservations — require approval before confirmation.

How does pricing work?

Co.act uses a tiered pricing approach designed to support nonprofit accessibility. Pricing may vary based on organization budget.

Discount access codes are available for eligible organizations.

When do I pay?

Payment is required upfront for most community bookings before a reservation is finalized. Some partners may follow different arrangements based on existing agreements.

How do I check in when I arrive?

When you arrive, you can check in using the iPad available at the front desk with your email.

Can I cancel or change a reservation?

Yes. Changes and cancellations can be managed through your Archie account. Policies vary depending on the type of booking.

What if I need help?

If the FAQs don't provide the information you need, our team is here to support you. Please contact us at reservations@coactdetroit.org or call 313-499-9865 ext. 400.