

REQUEST A ROOM

On the home page, select Request A Room:



1. **EVENT DETAILS** - Enter the mandatory start and end dates using the calendar icon. Select the desired start and end times and indicate the number of attendees. Click NEXT in the top right (this will only appear when all required fields have been completed).

1. EVENT DETAILS **NEXT**

START DATE **END DATE** **START TIME** **END TIME**

— —

NUMBER OF ATTENDEES

FIELDS HIGHLIGHTED **BLUE** ARE MANDATORY

2. **SELECT CLASSROOM** - The search returns all classrooms that meet the criteria specified in Step 1. Select preferred classroom by clicking the checkmark to its right, then click NEXT in the top right. It is possible to choose more than one classroom. Click on the classroom number to see a list of its attributes.

2. SELECT CLASSROOM **BACK** **NEXT**

7 SPACES AVAILABLE SORT OPTIONS **1 SPACES SELECTED**

TIME/DATE	OPTIONS	FILTER
START: 04:15 PM, OCT 31 2019 END: 05:00 PM, OCT 31 2019 CAPACITY: 42	TYPE SITE AREA	<input type="text"/>
AMELIA SAPUTO CENTRE 207	CAPACITY 65	<input type="checkbox"/> <input checked="" type="checkbox"/>
MULRONEY HALL 2070 (BARRICK A)	CAPACITY 300	<input type="checkbox"/> <input checked="" type="checkbox"/>
MULRONEY HALL 4032	CAPACITY 60	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
SCHWARTZ 110	CAPACITY 298	<input type="checkbox"/> <input checked="" type="checkbox"/>
SCHWARTZ 190	CAPACITY 45	<input type="checkbox"/> <input checked="" type="checkbox"/>
SCHWARTZ 252 (COMPUTER LAB)	CAPACITY 60	<input type="checkbox"/> <input checked="" type="checkbox"/>
SCHWARTZ 256 (COMPUTER LAB)	CAPACITY 72	<input type="checkbox"/> <input checked="" type="checkbox"/>

3. **EVENT CONTACT** - Provide your contact, department information, and event details. Click NEXT at the top right to submit.
4. **REVIEW REQUEST** – Verify your request details. If correct, click CONFIRM at the top right. If you need to change any details of your request, you can click BACK at the top left.
5. **PENDING APPROVAL** – Your request has been submitted for approval. You will receive confirmation from the Registrar’s Office within 2-3 business days. It is recommended that you print the details of your request from this page