Student Club/Group Room Booking Tips

Good to know / Tips:

- **Risk Assessments for your meetings & events MUST be approved before a room booking request can be approved from a student group.**
    - **Risk Assessments are handled by Student Affairs, studentevents@trentu.ca can be contacted with questions related to that process.**

- Room Booking Requests should be made at least two weeks in advance, and Risk Assessments, two weeks in advance of this, when possible. This allows for processing time and gives you greater room availability to choose from.

- Last-minute bookings are not always possible.

- Details in your Risk Assessment and Room Booking should match.

- Ensure your Room Booking requests are made by your approved Room Booking Authorities

- Rooms can be booked one semester at a time (ie you can book a room for recurring meetings for the fall semester in the fall, but must wait until the winter to book winter events/meetings)

- Room Booking requests for Academic Spaces (classrooms) are not approved until after classes have started.

- Bookings in classrooms that occur between the start of class and the last day to add classes (see important dates in the current Academic Calendar) are tentative due to the possibility that courses may need to move rooms with enrolment growth. Academic use takes priority over ad-hoc bookings.

- Rooms on campus are managed by different departments, ie Academic spaces are managed by roombookings@trentu.ca but college spaces are managed by the respective college offices.

- You can book meetings that recur every week, bi-weekly, monthly, etc with one recurring risk assessment and one recurring room booking. Be sure to input the recurring details in both forms/requests. Reminder: you will need to resubmit an event risk assessment and room booking request to continue your event into the next semester (bookings are made semester by semester as noted earlier).

- In your Room Booking request, please provide the event/meeting name/title and group name. The Group/Club name in your Room Booking request should match the name in your Risk Assessment.

- If you are planning to have meetings once a month, bi-weekly, etc, the smoothest way to book these are to submit a recurring Risk Assessment which lists all the dates (one semester at a time). This way you can book the space you need in one request, with a recurring room booking that matches the Risk Assessment.

How to make room booking requests:

The Room Booking Portal can be accessed through myTrent -> Services -> Campus Events -> Room Bookings

How to request a RECURRING room booking:

1. In the **Room Bookings Portal**, go to **Requests** -> **Find a Room**

2. Choose the type of room you're looking for and the location (if the room you're looking for is not here, you can find it by searching through "Calendar Search" instead - info below)
   a) We recommend starting the search without adding any additional criteria as this searches a larger number of spaces, but you may wish to select rooms with chalkboards, or windows, etc.

3. Select the duration you need the room for (how long you'll be using the room, including any set up and take down time needed)
    a) Select the times you' d like this duration to fall between.
    b) i.e., if you're looking for a room for 2 hours between 1pm and 6pm you'd put "2:00" for duration and between "1:00pm and 6:00pm". The system will then search for rooms that are available for 2 hours at a time, between those hours. If you need a specific time, like 4-6pm, you'd input 2-hour duration between 4pm-6pm.

4. If you are looking for the booking to recur every week, bi-week, monthly, etc, you will need to check the "Recurring Reservation" checkbox. Complete the options you'd like for the recurring booking. Make sure you select the day of the week you want the occurrence to recur on (ie Monday). The "End By" date means the booking will still occur on that end date, but not after.

5. When you select "Verify Availability" this will start the room search - what's available will be listed in the results list. The times refer to the start time of the booking, you may expand the results to see the rooms available for the duration you've selected, starting at the times listed in the results. Sometimes there will be nothing available due to other events or class usage (you may need to reschedule your event) or only a few options, sometimes there will be many.

6. After you select the room you'd like, complete the request information, and submit your request.

7. Your request has now been sent to the relevant room booking team. (Different departments manage different rooms throughout campus)
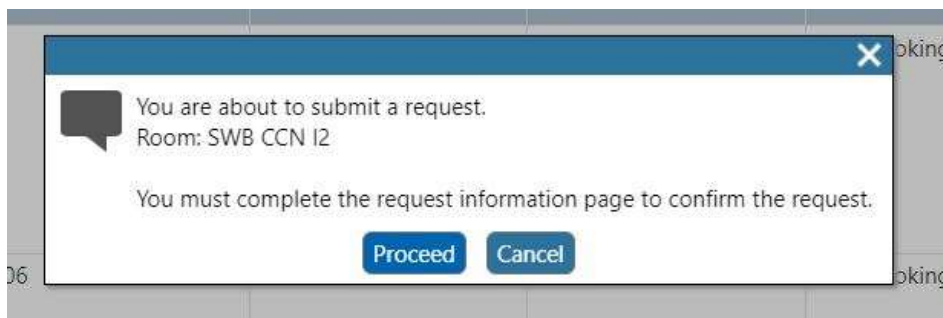
How to book a room through CALENDAR SEARCH: (single occurrence booking)

1. Go through the "Calendar Search" -> "Rooms" function where you will find the specific room you want to book and make a request for it.

2. You can select the location of the room or leave it selected on ALL. If you need a room for a large number of guests, you can input the minimum capacity needed (input 100 for 100 person event, etc)

3. You can select additional criteria like chalkboards or windows, etc. Leaving these options unselected will offer the greatest number of available rooms.

4. You can view the result list by a list or by a calendar view.
    a. The list will show you room details, the calendar will show you availability based on the date listed (you can change the date by clicking the calendar icon)

Result list:

Calendar View:

5.   This way does not allow recurring settings to be selected, you would need to manually add a note to the booking request that you'd like the request to be recurring. This should include the dates of the recurrences. The times must all be the same, ie always 1pm-3pm. If you need to book different times, you need to request these separately.

    a.   Be sure to check room availability for all recurrences before asking to book.

    b.   When processed, the recurrence will be added by the Room Bookings team (so long as the room is still available as requested)

6.   Calendar View is a good way to get an idea of what room schedules look like visually.

7.   You can select a particular room and check its schedule on a monthly, weekly, or daily basis by clicking on that room and then selecting the "Calendar" icon link at the top of the new page.

    a.   There are options here to view daily, weekly, or monthly.

8.   You can click on the room in the calendar to request it. This opens options you would need to fill out for your booking, like the length and starting time, etc. Ensure the dates and times are correct before making your request.

Good to know – Room Bookings Headings:

Self-Service – includes rooms that are available to book without request (they are self-serve), they are approved automatically so long as your request time and date is available according to the room schedule, rules, and bookable time settings. There are limited rooms here – most rooms you will want to book will be found under the **My Requests** heading.

My Request - The "Request a specific room" is under the "My Requests" heading - this is where you can request specific rooms that require approval - most rooms on campus are bookable (by making a request) under here or under the **Calendar Search** heading.

Calendar Search – under the "Rooms" heading here you can search visually using a calendar style layout for room availability. This way allows you to book one occurrence at a time.

Different departments own different rooms, so there are varying rules for hours of bookable availability and how far ahead you need to book, depending on the room.