

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**

Portal - Home > Find a Room

FIND A ROOM

Request Criteria

Request Type: TCSA Space

Location: All

Additional Room Criteria

Room Types:

- Atrium
- Event Space
- LOUNGE - Lounge

Floor Levels:

- 1st Floor
- 2nd Floor

Pavilions:

Characteristics:

- Data Projector (HDCP compliant) - Data Projec

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.

Infosilem Campus Portal

Portal - Home > Find a Room

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Characteristics:

- Data Projector (HDCP compliant) - Data Projec
- HDMI Laptop Input - Lecturn with a laptop inp
- Kitchen - Kitchenette

Configuration Types:

Minimum Capacity: 0

Minimum Area: 0

Availability

Duration: 00:15

Between: 4:15 PM and 4:30 PM

Recurring Reservation

Verify Calendar

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.

☰ Availability

Duration:

Between:
 and

Recurring Reservation

<input type="radio"/> Daily <input checked="" type="radio"/> Weekly <input type="radio"/> Monthly <input type="radio"/> Yearly	Recur every <input type="text" value="1"/> week(s) on <input type="checkbox"/> Sunday <input checked="" type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday
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Start Date: 📅

End after ↕ occurrence(s)

End by 📅

Show Occurrences

Verify Availability

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.

☰ Available Rooms Requiring Approval

+ 4:15 PM (9 rooms)

+ 4:30 PM (9 rooms)

+ 4:45 PM (9 rooms)

+ 5:00 PM (15 rooms)

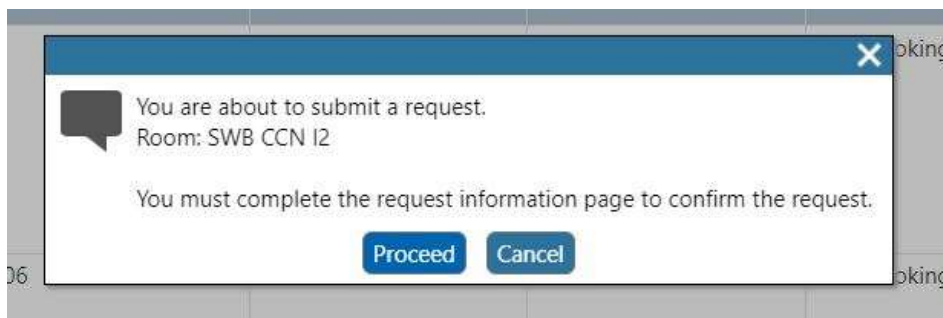
- After you select the room you'd like, complete the request information, and submit your request.

4:30 PM (9 rooms)

Click on a row to select a room

Building	Building ID	Room ID	Description	Capacity	Contact	Characteristics	Additional Information	Calendar
Champlain College North	CCN	I2	Seminar Room	15	roombookings@trentu.ca	Chalkboard, Flatscreen TV (HDCP compliant), HDMI Laptop Input, Lectern Computer, Seminar, Window	Room Details	
Champlain College West	CCW	A1	Seminar Room	20	roombookings@trentu.ca	Chalkboard, Flatscreen TV (HDCP compliant), HDMI Laptop Input, Lectern Computer, Overhead Projector, Projection Screen, Seminar, Tile, Window	Room Details	
DNA Building	DNA	B106	Seminar Room	30	roombookings@trentu.ca	Chalkboard, Data Projector (HDCP compliant), Document Camera, HDMI Laptop Input, Lectern Computer, Seminar, Telephone, Tiled, Window	Room Details	
DNA Building	DNA	B110.1	Seminar Room	40	roombookings@trentu.ca	Chalkboard, Data Projector (HDCP compliant), Document Camera, Fixed Desks, HDMI Laptop Input, Lectern Computer, Telephone, Tiled	Room Details	

- 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)

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

Home

My Bookings

Self Service

My Self Service

Find a Room

Book a Specific Room

Requests

My Requests

Find a Room

Request a Specific Room

Calendar Search

Rooms

- 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)

Portal - Home > Room Search

ROOM SEARCH

Location: All

[Additional Room Criteria](#)

Room Types:

- Atrium
- CAFE - Restaurant and College Space
- CLASS - Classroom

Floor Levels:

- 1st Floor
- 2nd Floor

Pavilions:

Characteristics:

- Accessible - Accessible entrance
- Accessible Monitor - Lecturn with an accessibl
- Chalkboard - Blackboard

Configuration Types:

Minimum Capacity

Minimum Area

- You can select additional criteria like chalkboards or windows, etc. Leaving these options unselected will offer the greatest number of available rooms.
- You can view the result list by a list or by a calendar view.
 - 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:

Building	Building ID	Room ID	Description	Capacity	Contact	Characteristics	Calendar
Enwayaang	ENW	101	Nozhem Performance Space	90	teebolton@trentu.ca	Data Projector (HDCP compliant), Document Camera, HDMI Laptop Input, Height Adjustable Lectern, Lectern Computer, Lighting, No Food or Drink, Projection Screen, Sound, Telephone, Tiered	
Enwayaang	ENW	103	Classroom	50	roombookings@trentu.ca	Accessible, Chalkboard, Data Projector (HDCP compliant), Document Camera, HDMI Laptop Input, Lectern Computer, Projection Screen, semi fixed, Sound System, Telephone, Tiled	
Enwayaang	ENW	105	Classroom	40	roombookings@trentu.ca	Accessible, Chalkboard, Data Projector (HDCP compliant), Document Camera, Fixed Desks, HDMI Laptop Input, Lectern Computer, Projection Screen, Sound System, Telephone, Tiled	
Enwayaang	ENW	106	Classroom	50	roombookings@trentu.ca	Chalkboard, Data Projector (HDCP compliant), Document Camera, HDMI Laptop Input, Lectern Computer, Projection Screen, semi fixed, Sound System, Telephone, Tiled	
Enwayaang	ENW	108	Classroom	50	roombookings@trentu.ca	Chalkboard, Data Projector (HDCP compliant), Document	

Calendar View:

Room	7:00 AM	8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM	8:00 PM	9:00 PM	10:00 PM
SEB ENW 101	Busy															
SEB ENW 103		MATH-2120H - Lecture		AHCL-2520H - Lecture	BIOL-4630H - Lecture		AHCL-3171H - Lecture									
SEB ENW 105				ECON-3120H - Lecture									INDG-1012H - Seminar			
SEB ENW 106					FRSC-3111H MATH-1550	ANTH-2206H - Lecture			MATH-1120							
SEB ENW 108				SOCI-4040H - Seminar	MATH-1550				ECON-3010H - Lecture							
SEB ENW 110				CHEM-4515H - Lecture	IDST-1002H MATH-2260H - Lecture				AHCL-3171H	HEAL-1005H	HEAL-1005H					
SEB ENW 111				WASC-2120H - Lecture	IDST-1002H	AHCL-2303H	FREN-3832H - Lecture						FREN-3238H - Seminar			
SEB ENW 112				AHCL-3330H - Lecture			HIST-2831H - Workshop			ERSC-2300H - Lecture						
SEB ENW 114				INDG-1001H - Lecture				INDG-1002H - Lecture		PSYC-2019H - Lecture			PSYC-2019H - Lecture			
				INDG-1001H - Lecture				INDG-1002H - Lecture		PSYC-2019H - Lecture			PSYC-2019H - Lecture			
				INDG-1001H - Lecture				INDG-1002H - Lecture		PSYC-2019H - Lecture			PSYC-2019H - Lecture			
				INDG-1001H - Lecture				INDG-1002H - Lecture		PSYC-2019H - Lecture			PSYC-2019H - Lecture			
				INDG-1001H - Lecture				INDG-1002H - Lecture		PSYC-2019H - Lecture			PSYC-2019H - Lecture			
				INDG-1001H - Lecture				INDG-1002H - Lecture		PSYC-2019H - Lecture			PSYC-2019H - Lecture			
				INDG-1001H - Lecture				INDG-1002H - Lecture		PSYC-2019H - Lecture			PSYC-2019H - Lecture			
SEB ENW 115				ADMIN-4303H - Lecture			PSYC-4560H - Seminar			REAL-1005H - Lecture			HEAL-1005H - Lecture			

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.