



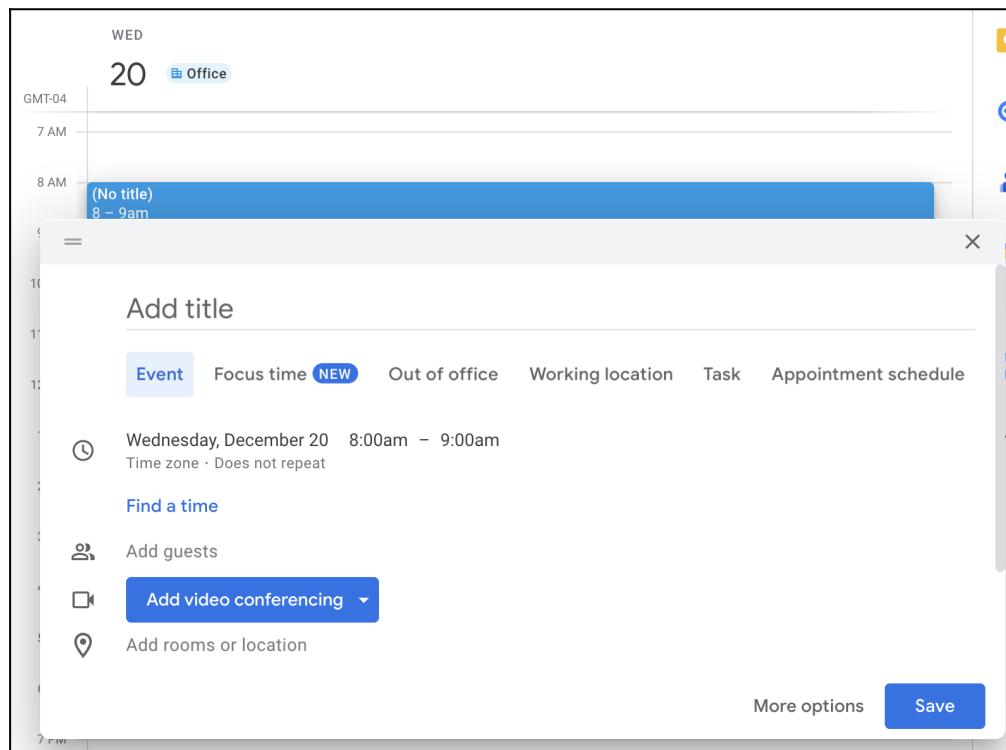
Booking a Hotel Space

Kyle Oliveira - 2023-09-06 - Comments (0) - Google Calendar

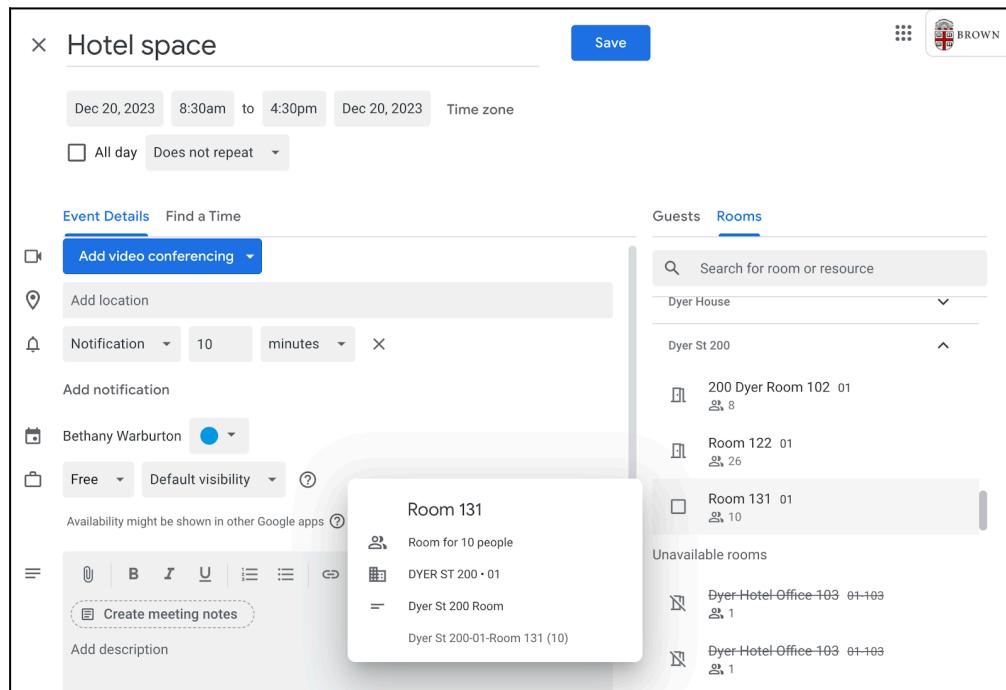
1. Open your [Google Calendar](#).
2. Select the date for which you want to book a hotel space.



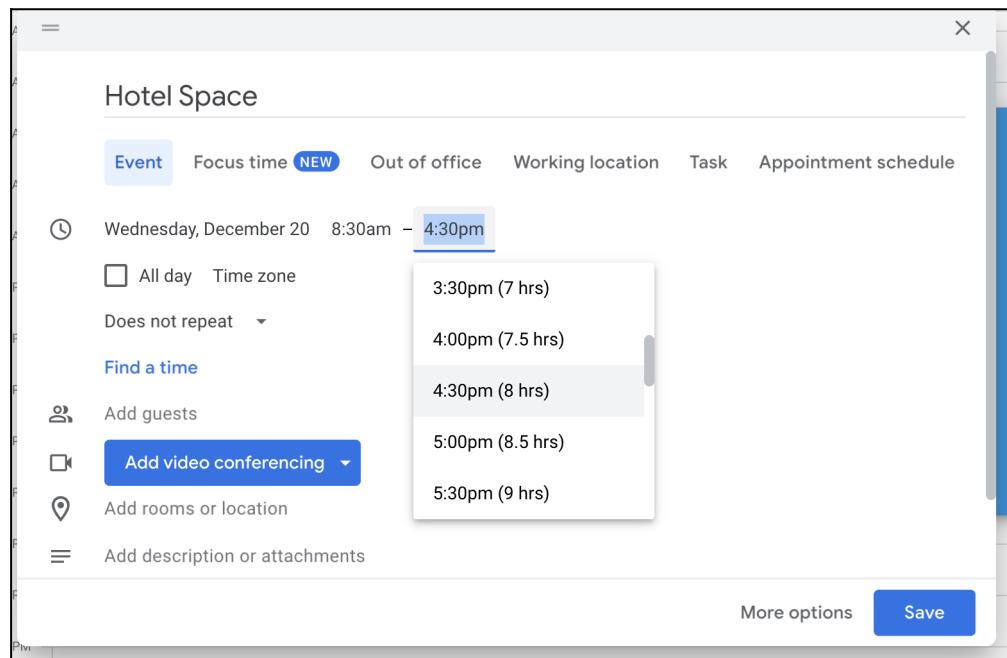
3. Click on the calendar to open a reservation pop-up.



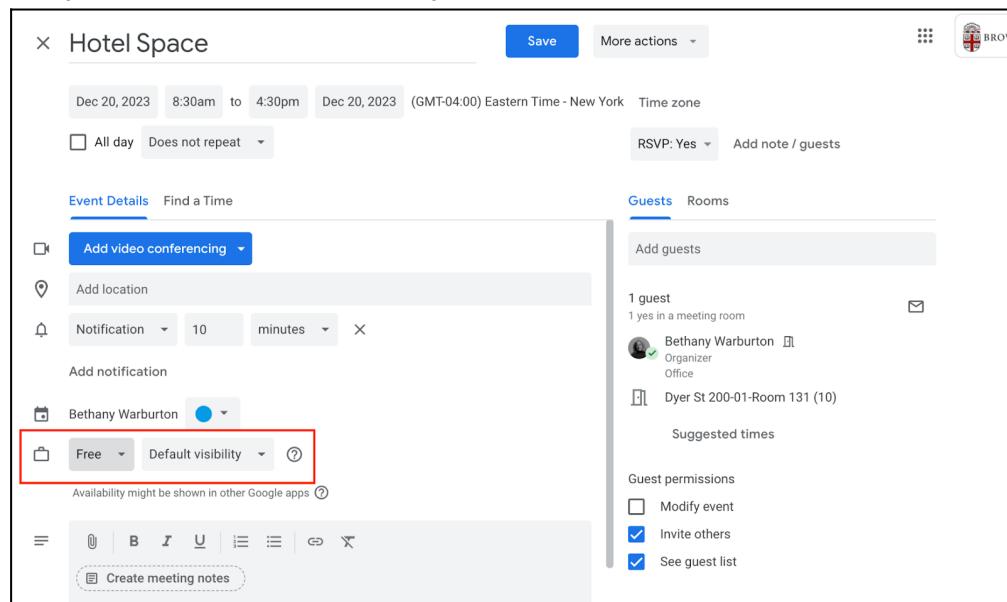
4. From the reservation pop-up, name your calendar event “Hotel Space”.



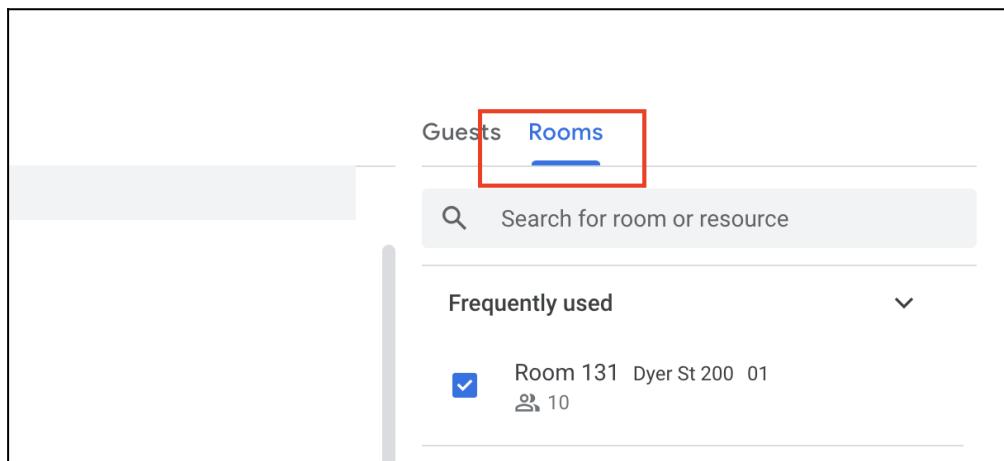
5. Select the date and time for your desired hotel space reservation. (Note: Please only reserve the space for the time you will actually need the space, i.e.: if you have an all-afternoon workshop in another building, do not book the space for the entire day.)



6. Consider changing the visibility to free so that it doesn't appear on your calendar that you are booked for the time of your reservation.



7. Find the "rooms" tab and search for an open room in the building.



8. The list of hotel spaces that are available during the time of your reservation will appear in the list. Rooms that are not available will show but will be crossed out indicating that they are not available.

Room Number	Availability Status	Occupancy
Room 131 01	Available	10
Room 122 01	Not Available	26
200 Dyer Room 102 01	Not Available	8
Dyer Hotel Office 103 01-103	Not Available	1
Dyer Hotel Office 103 01-103	Not Available	1

9. Once you have selected an available hotel space, it will appear in the Google Calendar event.

Save More actions 

Dec 20, 2023 8:30am to 4:30pm Dec 20, 2023 (GMT-04:00) Eastern Time - New York Time zone

All day Does not repeat  **RSVP: Yes** Add note / guests

Event Details Find a Time

 Add location

 **Notification**  10 minutes 

Add notification

 Bethany Warburton 

 **Free**  Default visibility  

Availability might be shown in other Google apps 

Add description

Guests **Rooms**



1 guest
1 yes in a meeting room

 **Bethany Warburton** 
Organizer
Office
 Dyer St 200-01-Room 131 (10)

Suggested times

Guest permissions

Modify event
 Invite others
 See guest list

10. You are now ready to save your event and reserve your hotel space.

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