

Create a Reservation in Space Reservations @ Brown

Stephanie Obodda - 2018-05-03 - Comments (0) - Campus Spaces

1. Visit space-reservations.brown.edu
2. Log in with your Brown username and password
3. Click **Make a Reservation**
4. Enter the date and time for your event. In your own departmental space you will be able to enter requests for the same day; for space not controlled by your department, you must request at least two days in advance.
5. If this is a recurring event, check the recurring event box and then select whether event is weekly, bi-weekly, or monthly. Select the days of the week on which to repeat the event then choose an end date. When you create a recurring event, you can cancel individual recurrences if you choose to skip one of the days in the pattern; however, you can't select different times a day for different occurrences - for that you'll need to create a new reservation. You also can't select multiple rooms for a recurring event.
6. Next, indicate the number of guests attending. This will restrict spaces that show in your results based on capacity.
7. To search for anything available click **Find a Space**. To limit your search based on specific criteria, for example to search only green spaces, click **Show Advanced Filters**. You can limit your search based on seating type,, area of campus, and other key room features such as writing surface and ADA compliance.
8. if a space appears in your search results, that means it's available for the date and time you selected. Select a space for your event.
9. Then enter the event title, event type, and event description. All of these fields are required except for the description. When you're done, click **Submit reservation**.
10. You'll see a summary screen. Reservations in your own departmental space will automatically be confirmed with you as the approver. Requests for other University space or somebody else's departmental space will be given a tentative status until it's approved or denied.
11. You can see events that you've requested on your **My Reservations** page.
12. To cancel one of your reservations, simply click cancel next to the show details button.