Create a Reservation in Space Reservations @ Brown
Stephanie Obodda - 2018-05-03 - 0 Comments - in 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.

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