

Request a Resource Calendar

Alex Vidmar - 2024-03-20 - Comments (0) - Google Calendar

Request a Resource Calendar

Google Resources (such as conference rooms) can each have their own calendar in Google. Individual departments can have admins assigned editing and sharing access to their resources calendars so they can control how - and by whom - the resource is booked.

Benefits of using a resource calendar include:

- conflicting appointments can be automatically declined
- the resource calendar name automatically appears in the Location field of the event

Please note: all resource calendars are, by design, rooms that will appear in the listing of all university rooms. If you have a private, department-only space that is only used by a small group of people, a resource calendar is not the best option. A regular new Google Calendar provides more granular control and privacy. Any person can create a new calendar at any time and share it with a set list of others.

Resource calendars must be requested through the [IT Service Center](#). When the resource is shared with you, you should receive an email with the subject line "Your Resource Name has shared a calendar with you".

To request a resource calendar, please send an email to cap@brown.edu with the following information:

- Building name and street address (these are assigned by Facilities and are not editable)
- Floor name/number
- Capacity
- Type of resource (conference room or other)
- Resource Name
- Brief description of resource
- Sharing settings - see below for options
- (Optional) Features of the resource. (Ex. Dishwasher, dark room, Zoom Room, projector, etc.)
- If a phone is included, please list the extension

Once shared with you, it will appear under My Calendars on your calendar page.

*****Note, as of 2020 all new resource calendars are required to follow the same naming convention. The format will be: "Building Name-Floor-Room-Description (Capacity)"**

e.g. "SSL-4-416-Small Meeting Room (4)"

Share Your Calendar

For instructions, see the knowledge article [Share a Google Calendar](#)

Resource Calendar Permissions

Though the options look the same whether you are sharing a personal or a resource calendar, the implications are different. Here is what each permission means for a resource calendar.

Each of the options below can be set up for the **Public (non-Brown), the Domain (all Brown emails), and individual email addresses.**

Permission	People with this permission...
See Only Free/Busy (hide event details)	Can not book the resource. Can only view whether or not the resource is available.
See All Event Details	Can book the resource. Can only view whether or not the resource is available, and who has booked it if it is unavailable. This is the recommended setting to assign to Brown University.
Make Changes to Events	Can book the resource, . Can view whether or not it is available and who has booked it.
Make Changes and Manage Sharing	Can book the resource, even if it is already booked , also for other people. Can add and remove people from using that resource, as well as manage what permissions they have.
Unchecking "Share this calendar with everyone in the organization Brown University"	The calendar will never show in the "available" list that is shown by default when searching resources. People can still, however, see that the resource exists and could make a request to book it, despite the room being unavailable.