

Reserving Rooms, Equipment & Services

You can add Rooms, Equipment and/or Service requests to an Event at any time. Once an Event has these items associated with it, these items can be copied as a part of a recurring series into all future instances of the Event series. Each item must be reserved individually; it's not possible to reserve "combo" rooms like Elementary Hallway.

The following instructions cover adding Rooms to an Event, but the same steps apply to Equipment or Service Requests (just substitute the appropriate page). Equipment Reservations require a Quantity.

Single Room to a Single Event

1. On the Events page, open the Event record. Be sure the Event's start and end day/time are correct, and that you indicate any needed setup or cleanup time in the available fields.
2. Click the Rooms sub-page.
3. Click New.
4. Click the [...] to access the Available Rooms view*, and choose the desired Room.
5. Complete the remaining items (e.g., Room Layout, Notes).
6. Click Save.

Multiple Rooms to a Single Event

1. On the Events page, open the Event record. Be sure the Event's start and end day/time are correct, and that you indicate any needed setup or cleanup time in the available fields.
2. Click the Rooms sub-page.
3. Click Add.
4. Click the [...] to access the Available Rooms view*, and choose the desired rooms.
5. Click Confirm Selection.
6. Complete the remaining items (e.g., Room Layout, Notes); note that the information you indicate here applies to all rooms you selected.
7. Click Save.

Single Room to Multiple Events

1. Go to Facilities > Rooms and open the desired Room record.
2. On the Events sub-page, click Add.
3. Search for and select the desired Events.
4. Click Confirm Selection.
5. Complete the remaining items (e.g., Room Layout, Notes).
6. Click Save.

Available Rooms View

*In the context of a pick-list for a Room Reservation, the Available Rooms view shows any Room that matches the following conditions:

- Room is Bookable,
- The Room's Building Location is the same as the Event's Location (or the Event's Location is NULL), and
- Room is available for the date and time of the Event (not already in an un-cancelled reservation with overlapping date and time). The Minutes for Setup and Minutes for Cleanup are considered.

Available Equipment View

- Equipment that is Bookable (set to True)
- Equipment Quantity is available (greater than 0). For specifics, compare the "Inventory Qty" and "Qty Available" columns in this view.
- Equipment is available for the date and time of the Event (not already in an un-cancelled reservation with overlapping date and time). The Minutes for Setup and Minutes for Cleanup are considered.