

# Reserving Space in the Student Center

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## Guidelines for a regular meeting

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**Step one:** Navigate to [space.colum.edu](http://space.colum.edu) and login. Read the booking information under the "Site Home" tab then head to the "My Home" tab once read to book.

**Step two:** Click "Book Now" in the Student Space Request section. To view what's available before booking, head to the "Locations" tab under "Browse." For Student Center availability only, select "Add/Remove locations" and check the box for "754 S. Wabash Ave" then "Update Locations."

**Step three:** Using the menu on the left-hand side, enter in the details about your meeting or event including date, whether or not this is a recurring meeting or event, start and end time, and add "754 S. Wabash" as the location.

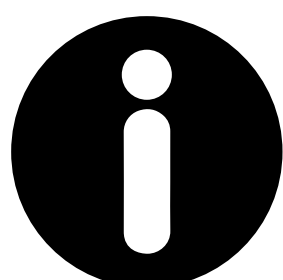
**Step four:** Using "Let Me Search for a Room": the tool will ask for a particular setup type, room type, features, or number of people in mind. You can choose options from one or all sections and it will still perform the search. Based on what room you select, the results for the available rooms will show. Select the plus sign to for the room you want to begin booking.

**Step five:** For "I Know What Room I Want": the tool shows a search bar where you can type in the room number. From there it will ask you for the number of people and setup type. Enter in your details and select "Add Room".

**Step six:** Moving forward: select the room you are interesting in booking and enter in your details, then click "Add Room." Scroll all the way down on the screen as some rooms are listed as "Rooms You Can Reserve" and others are listed below that as "Rooms You Can Request." Depending on which room you select, you may get a pop-up box informing you that you must have a 15-minute buffer between meetings; select "OK" here.

\*\*If the room you are looking for is not listed here, please follow the steps in the "large or special event" guide.

**Step seven:** Once you've selected the "Add Room" button, you will see your choice listed toward the top of the page under "Selected Rooms." From there, either add more rooms or go on to the next step by clicking the blue "Next Step" button at the top of the page. If you've chosen a room by mistake, you can select the red minus button to the left of your room choice to remove it.



Any further questions? Call the Student Center Reception Desk at **312-369-8000** for more information.

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# Guidelines for a regular meeting cont.

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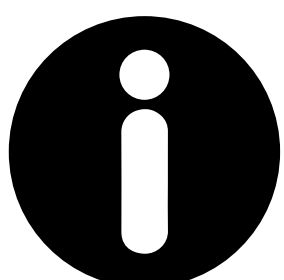


**Step eight:** Under “Furniture Requests,” the type of furniture available for that room will show. If you’ve chosen a setup type in a meeting room, there is no need to request chairs or tables, as they are already in the room. In the “Additional Info” box, please provide any and all additional requests or information about setting up the meeting or event. After you’ve completed these items, click the blue “Next Step” button at the top of the page.

**Step nine:** The next page is “Reservation Details” which asks for all of the details about your meeting or event. Be sure to fill out each question on this page completely and with as much detail as possible. Don’t forget to click on the “Terms and Conditions” at the bottom of the page and read them thoroughly. Check “I have read and agree to the terms and conditions” after reading them fully.

**Step ten:** Click the green “Create Reservation” button at the bottom of the page. The “Help” box will appear (disregard this title), stating “We have received your space request. Your reservation is pending, you will be contacted by a space approver within two (2) business days regarding the status of your request. If you have requested furniture or technology services, please allow ten (10) business days for Operations and IT Media Services teams to review the availability of the requested services.” If you requested a room listed under the “Rooms You Can Reserve” list, your reservation is automatically approved. If you requested a room listed under the “Rooms You Can Request” list, your reservation is pending Student Center approval. You will receive an email from Student Center staff either confirming or denying your reservation request within two (2) days.

**Step eleven:** Your reservation (or request) is created! You should receive an email from “Space and Scheduling” to your inbox confirming your room request. You can edit this request at any time by clicking on “My Events” on the homepage and selecting the event you would like to edit. \*\*Keep in mind that if you edit details that require lead time, these requests are subject to Student Center availability.



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