

# ROOM BOOKING HELP

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# General Information

The Room Booking system is open to all Capilano University employees and students, and can be accessed on or off campus at <https://roombookings.capilanou.ca/>.

The Room Booking system cannot be used to request changes to timetabled courses or final exams.

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## Space Information

Space Type	Description	Who	View	Book
Bookable space	Shared classrooms, hybrid classrooms and computer labs as well as BR126, LB321 & LB322 meeting rooms	Employees	Yes	Yes
Dedicated space	Non-shared space such as Arts & Science Labs, Health Labs, Film Labs, LB119 classroom, etc.	Employees	Yes	No
Self-Service space	Library Study Rooms	Students	Yes	Yes

**Bookable spaces** are **shared** classrooms, hybrid classrooms and computer labs as well as BR126, LB321 & LB322 meeting rooms at the Main Campus. You can **view** scheduled activities as well as **request to book** these rooms.

**Dedicated spaces** are non-shared (Arts & Science Labs, Health Labs, Film Labs, etc.) as well as rooms on the Sunshine Coast campus. You can **only view** activities in these rooms. To book these please contact the appropriate department or campus.

**Self-Service spaces** are be **booked and managed online** without the need for requests or additional approvals. This applies to the Library Study Rooms at the Main Campus. These can be booked by students only, for group meetings and study sessions, when available. Booking rules are enforced by the system.

**Other space:** See the [Room Booking & Facilities Rental](#) page for information about making other types of requests.

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## Viewing and Cancelling Bookings

Students can review their bookings by clicking on **My Self Service**.

Employees can review their bookings by clicking on **My Requests**.

Click **Cancel** to cancel a request. Requests cannot be modified, but may be cancelled and re-booked.

If a booking you expect to see is not showing up, try changing the filter.

By occurrence

Filter: **Upcoming Bookings** ▼

◀ ◀ 1 / 1 ▶ ▶

Show: 30 ▼ Search:

Booking	Date	Time	Approved Room(s)	Requested Room	Event Description	
 Req#_L71746	Friday, September 27, 2019	1:00 PM - 1:30 PM	<a href="#">LB123 - Library Study Rooms</a>	<a href="#">LB123 - Library Study Rooms</a>	Test Booking	<b>Cancel</b>

1 record

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## ROOM BOOKINGS FOR EMPLOYEES (request-approve)

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### Requests

▾ Requests

My Requests

Find a Room

Request a Specific Room

Divisional Admin Requests

If you know the date and time you would like to book, use this option to find available rooms.

If you know the room you would like to book, use this option to find dates and times when it is available.

For Divisional Supervisors or Divisional/Department Assistants to request their own dedicated spaces. This option does not require a room search; enter the room number into the event description. Contact Scheduling directly for assistance with this type of request.

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## Recurring Reservation

This option is available when making a booking from either the **Find a Room** or **Request Specific Room** options.

Check the Recurring Reservation box for events that will occur on more than one date.

It is possible to schedule occurrences daily, weekly, monthly, and yearly, provided that bookings for the room you are looking for are permitted that far in advance.

Set the start date and specify either an end date or a number of total occurrences.

Click **Show Occurrences** to view each specific date. From here, each occurrence can be moved to a new date (without changing the time) or cancelled to skip select dates.

**Recurring Reservation**

*Daily*      Recur every  week(s) on

*Weekly*       Sunday       Monday       Tuesday

*Monthly*       Wednesday       Thursday       Friday

*Yearly*       Saturday

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Start Date:

*End after*  occurrence(s)

*End by*  **Hide Occurrences**

Date	DoW	Occurrence Status
2019/09/19	Thursday	Modified <input type="text" value="New Date: 2019/09/20"/> Friday
2019/09/24	Tuesday	Selected <input type="text"/>
2019/09/26	Thursday	Cancelled <input type="text"/>
2019/10/01	Tuesday	Selected <input type="text"/>

**Verify Availability**

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## Additional Criteria

This option is available when making a booking from either the **Find a Room** or **Request Specific Room** options.

Check the Use additional criteria box to add requirements to your search. This will allow users to search for rooms with a specific minimum capacity, in particular locations (both campuses and buildings), and for certain attributes or equipment such as computers, windows, whiteboards, etc.

### Request Criteria

Request Type:

Location:



Use additional criteria

#### Room Types:

MTG - Meeting Rooms

#### Characteristics:

STO - In-Room Storage  
 TBL - Tables  
 WHB - Whiteboard(s)  
 WND - Windows

Minimum Capacity:

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## Find a Room

Used to locate an available room when the desired date(s) and time of the booking are known.

### FIND A ROOM

#### Request Criteria

Request Type:

Location:

Select campus and/or building. The default will search all buildings on the main campus.

Use additional criteria

*Check this box to add additional search criteria.*

#### Availability

Duration:

Between:

and

Enter the duration of the event as well as the time range. If looking for one specific start and end date rather than a block of time within a range, be sure to set the duration to equal the amount of time between start and end.

Recurring Reservation *Check this box to make a recurring booking.*

[Verify Calendar](#)

*Click Verify Calendar to continue.*

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## Availability Calendar

Click on a date to view availability

September 2019							October 2019							November 2019						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7			1	2	3	4	5						1	2
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23
29	30						27	28	29	30	31			24	25	26	27	28	29	30

Unavailable Available Today Selected

The calendar displays the dates with availability within the desired time. Use the black arrows to view the next/previous month. Click on a date that is not greyed out to select it.

A list of available times will be generated. For example, if searching for 30 minutes of availability between 1PM and 2PM, the list will offer 1PM and 1:30PM as start times- provided there is room availability for each. Click the + button next to the desired start time to view a list of available rooms. Click on the room number to select a room.

## Available Rooms Requiring Approval

1:00 PM (2 rooms)

Click on a row to select a room

Click on Detail to view the image and characteristics of the room. Use the back button of the web browser to return to the search.

« 1 / 1 » Show: 30 Search:

Campus	Building	Room	Room Description	Room Type	Capacity	Detail	Calendar
NV	BR	BR126	Centre for Community Engagement	MTG	40	<a href="#">Detail</a>	
NV	LB	LB322	Meeting Room	MTG	60	<a href="#">Detail</a>	

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## Request a Specific Room

Used to determine availability of a specific room.

### REQUEST A SPECIFIC ROOM

#### Request Criteria

Request Type:

Bookable space

Location:


• NV - North Vancouver

Select campus and/or building. The default will search all buildings on the main campus.

Use additional criteria

Check this box to add additional search criteria.







#### Rooms: Bookable space

 Click on a row to select a room

Click on Detail to view the image and characteristics of the room. Use the back button of the web browser to return to the search.

« 1 / 1 »

Show: 30 Search:

Campus	Building	Room	Room Description	Room Type	Capacity	Detail	Calendar
NV	BR	BR126	Centre for Community Engagement	MTG	40	<a href="#">Detail</a>	   
NV	LB	LB321	Meeting Room	MTG	40	<a href="#">Detail</a>	   
NV	LB	LB322	Meeting Room	MTG	60	<a href="#">Detail</a>	   

3 records (1 selected)

#### Availability: LB321 - Meeting Room

Duration:

03:00

Between:

11:00 AM and 2:00 PM

Recurring Reservation Check this box to make a recurring booking.

[Verify Calendar](#)

Find and click on the desired room in the list to select it.  
Enter the duration and time or time range. Add recurrence if desired.  
Click **Verify Calendar** to continue.

☰ Availability Calendar: LB321 - Meeting Room

💡 Click on a date to view availability

September 2019							October 2019							November 2019						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7			1	2	3	4	5						1	2
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23
29	30						27	28	29	30	31			24	25	26	27	28	29	30

Unavailable
  Available
  Today
  Selected

A calendar will be generated indicating which dates have availability. Use the black arrows to view the next or previous month.

Click on a date to generate a list of available rooms. Click the + icon next to a room to view possible start times.

☰ Room Availability: LB321 - Meeting Room

Start Time

11:00 AM

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## Request Confirmation

The request confirmation is the final step of submitting a room booking, for both the Find a Room or Request Specific Room search options. This page provides a summary of the booking date(s) and time, and is where descriptive information can be entered.

### REQUEST CONFIRMATION

**Request Information**

Request Type: Bookable space

Number of Attendees:

**Time Information**

Date: 2019/10/23    Start Time: 1:00 PM    End Time: 1:30 PM    Duration: 00:30

**Location Information**

Campus: NV    Building: BR    Room: BR126 [\(Details\)](#)    Room Type: MTG

Room Configuration: Default

**Event Description**

Event Description:

*\* Minimum length not met (Need 3 more characters).*

Is this an event for an academic course or for a department/unit?

Enter the department or unit associated with this event: (e.g. Presidents Office, School of Humanities)

Is room setup required?

If yes, submit a [Room Setup Request](#). (Link opens in new tab, access to Frontlines required.)

Your request will be submitted to:  
Room Bookings

Enter the number of attendees. This field is optional, but in the event that your event needs to be changed this information can help Scheduling find you a room.

Review both the time and location information to ensure that it is correct.

Enter the event description. Keep in mind that this will be viewable to other users.

Choose whether the event is for a course or for a department/unit. Fill in the text box below with either the full course number or department, as applicable.

Room Setup requests should be submitted separately, using the link provided.

After the request has been submitted, a confirmation e-mail will be sent to confirming that the request has been received. Another notification will be sent to you when it is approved or if any changes are made.

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# ROOM BOOKINGS FOR STUDENTS (self-service):

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## Requests

Capilano University Students can use the Room Bookings system to make self-service bookings and view the availability of Library Study Rooms for group meetings.

### ▾ Self Service

My Self Service

Use this option to see which study rooms are available on any date. E.g. Which study rooms are free next Thursday?

Find a Room

Use this option to view and cancel existing bookings.

Book a Specific Room

Use this option to find the availability of a specific study room. E.g. When is LB206 free?

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## Study Rooms Booking Policies/Rules:

- **Bookings can be made up to 14 days in advance** of the date the room is to be used.
- Study rooms are available **during library open hours**.
- Maximum available booking time **per person per day is 2 hours**.
- Rooms cannot be booked for single-student use; they are for **group occupancy only**.
- Bookings can be cancelled at any time after they are made. **Cancel unneeded bookings!**
- A **10-minute grace period** is applied to all bookings. 10 minutes after the start time of a booking, if no one has arrived, the booking is automatically cancelled and the room is made available on a first come, first served basis.

Note: Students wishing to book space not available through self-service can do so via an employee sponsor such as their instructor, a department assistant/staff or the Capilano Students' Union. If you are a Film student, please refer to the Locations Training Booklet.

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## Find a Room

### FIND A ROOM

#### Booking Criteria

Booking Type:

Location:

Use additional criteria

#### Availability

Duration:

Between:

and

[Verify Calendar](#)

Enter the duration of the booking as well as the start and end time, or range. Click **Verify Calendar**.

#### Availability Calendar

Click on a date to view availability

September 2019						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Unavailable  Available  Today  Selected

Click on the desired date. A list of available rooms will be generated. Click on the room number to select the room for the booking.






















Available Self Service Rooms

4:00 PM (7 rooms)

Click on a row to select a room

Click on Detail to view the image and characteristics of the room. Use the back button of the web browser to return to the search.

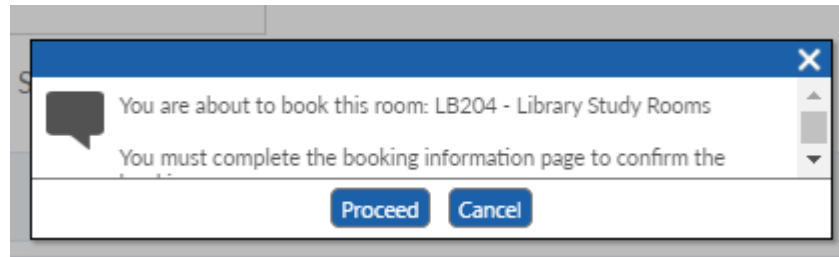
« 1 / 1 » Show: 30 Search:

Campus	Building	Room	Room Description	Room Type	Capacity	Detail	Calendar
NV	LB	LB111	Library Study Rooms	LIBR	6	<a href="#">Detail</a>	  
NV	LB	LB117	Library Study Rooms	LIBR	8	<a href="#">Detail</a>	  
NV	LB	LB123	Library Study Rooms	LIBR	8	<a href="#">Detail</a>	  
NV	LB	LB204	Library Study Rooms	LIBR	4	<a href="#">Detail</a>	  
NV	LB	LB205	Library Study Rooms	LIBR	4	<a href="#">Detail</a>	  
NV	LB	LB206	Library Study Rooms	LIBR	6	<a href="#">Detail</a>	  
NV	LB	LB212	Library Study Rooms	LIBR	8	<a href="#">Detail</a>	  

7 records

A pop-up will appear confirming the room choice.

Click **Proceed** to move to the **Booking Confirmation** page.



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## Book a Specific Room

Find the desired study room in the list, and click on the room number to select it.

Click on Detail to view the image and characteristics of the room. Use the back button of the web browser to return to the search.

Rooms: Library Study Room

Click on a row to select a room

« 1 / 1 » Show: 30 Search:

Campus	Building	Room	Room Description	Room Type	Capacity	Detail	Calendar
NV	LB	LB111	Library Study Rooms	LIBR	6	<a href="#">Detail</a>	
NV	LB	LB117	Library Study Rooms	LIBR	8	<a href="#">Detail</a>	
NV	LB	LB118	Library Study Rooms	LIBR	12	<a href="#">Detail</a>	
NV	LB	LB123	Library Study Rooms	LIBR	8	<a href="#">Detail</a>	
NV	LB	LB204	Library Study Rooms	LIBR	4	<a href="#">Detail</a>	
NV	LB	LB205	Library Study Rooms	LIBR	4	<a href="#">Detail</a>	
NV	LB	LB206	Library Study Rooms	LIBR	6	<a href="#">Detail</a>	
NV	LB	LB212	Library Study Rooms	LIBR	8	<a href="#">Detail</a>	

8 records (1 selected)

Availability: LB204 - Library Study Rooms

Duration: 00:30

Between: 10:00 AM and 5:30 PM

[Verify Calendar](#)

Enter the duration of the booking as well as the start and end times or range.

Click **Verify Calendar**. Click on the desired date to select it. Use the black arrows to view the next or previous month.

Availability Calendar: LB204 - Library Study Rooms

Click on a date to view availability

September 2019							October 2019							November 2019						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	6	7	8	9	10	11	12	3	4	5	6	7	8	9
8	9	10	11	12	13	14	13	14	15	16	17	18	19	10	11	12	13	14	15	16
15	16	17	18	19	20	21	20	21	22	23	24	25	26	17	18	19	20	21	22	23
22	23	24	25	26	27	28	27	28	29	30	31	24	25	26	27	28	29	30		
29	30																			

Unavailable
  Available
  Today
  Selected

☰ Room Availability: LB204 - Library Study Rooms

Start Time	
10:00 AM	<a href="#">Book</a>
10:30 AM	<a href="#">Book</a>
11:00 AM	<a href="#">Book</a>
11:30 AM	<a href="#">Book</a>
12:00 PM	<a href="#">Book</a>
12:30 PM	<a href="#">Book</a>
1:00 PM	<a href="#">Book</a>
1:30 PM	<a href="#">Book</a>

Choose the desired start time and click **book**. This will associate the room and time with the booking and move on to the **Booking Confirmation** page.

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## Booking Confirmation

### BOOKING CONFIRMATION

#### Booking information

Booking Type: Library Study Room

Number of Attendees:

Entering the number of attendees is optional; however, library bookings must be for groups of two or more.

#### Time Information

Date: 2019/09/26    Start Time: 12:00 PM    End Time: 12:30 PM    Duration: 00:30

Double check the time and location information here to ensure that it is correct.

#### Location Information

Campus: NV    Building: LB    Room: LB204 ([Details](#))    Room Type: LIBR

Room Configuration: Default

Enter the booking description. This field is mandatory and viewable by other users.

#### Event Description

\* Minimum length not met (Need 3 more characters).

Your booking will be submitted to:  
Library Services

Confirm

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