

## **Staff & Faculty Room Bookings– Academic Spaces & General Tips**

[Quick link to How To book a room](#)

### **Good to know / Tips:**

- **These tips apply to booking Academic Spaces.** (The general information in this document can be helpful with booking spaces managed by other departments within the booking system as well.)
- **Please note, changing your course scheduling information is not done through the Room Bookings Portal.** Please have your Departmental Timetable Rep reach out to the scheduling team.
- Bookings are not complete until you receive the Approval email notification. Approval emails are generally sent out within 24-72 hours (excluding non-business days).
- If you are a student staff member requesting a booking on behalf of your workplace within Trent, please be sure to use your staff email account when logging into myTrent to access Room Bookings.
- Academic Space can be booked no earlier than 90 days in advance.
- Room Booking requests submitted in the summer for Academic Spaces occurring on or after the first day of Fall classes will not be reviewed until late August due to ongoing classroom changes.
- Bookings that have been approved in classrooms that occur between the start of class and the last day to add classes (see important dates in the current Academic Calendar) are tentative due to the possibility that courses may need to move rooms due to enrolment growth. Regularly scheduled academic courses take priority over ad-hoc bookings.
- Rooms on campus are managed by different departments. For example, Academic spaces are managed by [roombookings@trentu.ca](mailto:roombookings@trentu.ca) (Registrar's Office) but College spaces are managed by the respective College offices.
- Room Booking Requests should be made at least two weeks in advance when possible. This allows for processing time and gives you greater room availability to choose from.
- Last-minute bookings are not always possible.
- In your Room Booking request, please provide details about the event/meeting that clearly specify the reason for the booking and department affiliation. Please be sure to use your staff account.
- If you run into any errors during the booking process, please email us ([roombookings@trentu.ca](mailto:roombookings@trentu.ca)) a screenshot of the full computer screen. This shows us the error and what settings could be adjusted to allow your booking to go through.

## Good to know – Room Bookings Headings:

**Self-Service** – includes rooms that are available to book without request (they are self-serve), they are approved automatically so long as your request time and date is available according to the room schedule, rules, and bookable time settings. There are limited rooms here – most rooms you will want to book will be found under the **My Requests** heading.

**My Request** - The "Request a specific room" is under the "My Requests" heading - this is where you can request specific rooms that require approval - most rooms on campus are bookable (by making a request) under here or under the **Calendar Search** heading.

**Calendar Search** – under the “Rooms” heading here you can search visually using a calendar style layout for room availability. This way allows you to book one occurrence at a time.

Different departments own different rooms, so there are varying rules for hours of bookable availability and how far ahead you need to book, depending on the room.

## HOW TO BOOK A ROOM: RECURRING & SINGLE OCCURRENCE

The Room Booking Portal can be accessed through myTrent -> Services -> Campus Events -> Room Bookings

### How to request a RECURRING room booking:

1. In the **Room Bookings Portal**, go to **Requests -> Find a Room**

Portal - Home > Find a Room

### FIND A ROOM

Request Criteria

Request Type: TCSA Space

Location: All

Additional Room Criteria

Room Types:

- Atrium
- Event Space
- LOUNGE - Lounge

Floor Levels:

- 1st Floor
- 2nd Floor

Pavilions:

Characteristics:

- Data Projector (HDCP compliant) - Data Projec

2. Choose the type of room you're looking for and the location (if the room you're looking for is not here, you can find it by searching through "Calendar Search" instead - info below)
  - a) We recommend starting the search without adding any additional criteria as this searches a larger number of spaces, but you may wish to select rooms with chalkboards, or windows, etc.

3. Select the duration you need the room for (how long you'll be using the room, **including any set up and take down time needed**)
  - a) Select the times you'd like this duration to fall between.
  - b) i.e., if you're looking for a room for 2 hours between 1pm and 6pm you'd put "2:00" for duration and between "1:00pm and 6:00pm". The system will then search for rooms that are available for 2 hours at a time, between 1pm and 6pm. If you need a specific time, like 4-6pm, you'd input 2-hour duration between 4pm-6pm.
  
4. If you are looking for the booking to recur every week, bi-week, monthly, etc, you will need to check the "Recurring Reservation" checkbox. Complete the options you'd like for the recurring booking. Make sure you select the day of the week you want the occurrence to recur on (ie Monday). The "End By" date means the booking will still occur on that end date, but not after.

5. When you select "Verify Availability" this will start the room search - what's available will be listed in the results list. The times refer to the start time of the booking, you may expand the results to see the rooms available for the duration you've selected,

starting at the times listed in the results. Sometimes there will be nothing available due to other events or class usage (you may need to reschedule your event) or only a few options, sometimes there will be many.

[-] Available Rooms Requiring Approval

[+] 4:15 PM (9 rooms)

[+] 4:30 PM (9 rooms)

[+] 4:45 PM (9 rooms)

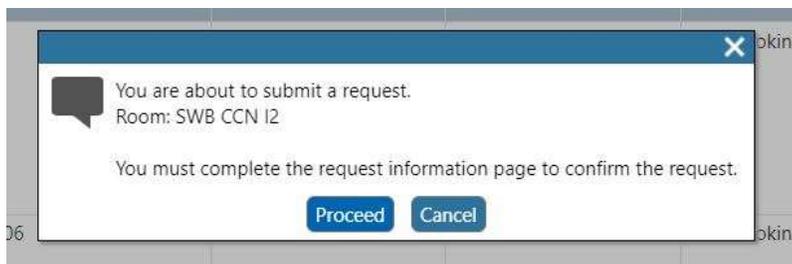
[+] 5:00 PM (15 rooms)

[+] 4:30 PM (9 rooms)

Click on a row to select a room

Building	Building ID	Room ID	Description	Capacity	Contact	Characteristics	Additional Information	Calendar
Champlain College North	CCN	I2	Seminar Room	15	roombookings@trentu.ca	Chalkboard, Flatscreen TV (HDCP compliant), HDMI Laptop Input, Lectern Computer, Seminar, Window	Room Details	[Calendar Icon]
Champlain College West	CCW	A1	Seminar Room	20	roombookings@trentu.ca	Chalkboard, Flatscreen TV (HDCP compliant), HDMI Laptop Input, Lectern Computer, Overhead Projector, Projection Screen, Seminar, Tile, Window	Room Details	[Calendar Icon]
DNA Building	DNA	B106	Seminar Room	30	roombookings@trentu.ca	Chalkboard, Data Projector (HDCP compliant), Document Camera, HDMI Laptop Input, Lectern Computer, Seminar, Telephone, Tiled, Window	Room Details	[Calendar Icon]
DNA Building	DNA	B110.1	Seminar Room	40	roombookings@trentu.ca	Chalkboard, Data Projector (HDCP compliant), Document Camera, Fixed Desks, HDMI Laptop Input, Lectern Computer, Telephone, Tiled	Room Details	[Calendar Icon]

- After you select the room you'd like, complete the request information, and submit your request.
- Your request has now been sent to the relevant room booking team. (Different departments manage different rooms throughout campus)



## How to request a SINGLE OCCURRENCE room booking through Calendar Search:

- Go through the "Calendar Search" --> "Rooms" function where you will find the specific room you want to book and make a request for it. You can search room availability this way by browsing the calendar view of rooms you're interested in.

- [Home](#)
  - My Bookings
- [Self Service](#)
  - My Self Service
  - Find a Room
  - Book a Specific Room
- [Requests](#)
  - My Requests
  - Find a Room
  - Request a Specific Room
- [Calendar Search](#)
  - Rooms

2. You can select the location of the room or leave it selected on ALL. If you need a room for a large number of guests, you can input the minimum capacity needed (input 100 for 100 person event, etc)

Portal - Home > Room Search

### ROOM SEARCH

Location: All

Additional Room Criteria

**Room Types:**

- Atrium
- CAFE - Restaurant and College Space
- CLASS - Classroom

**Floor Levels:**

- 1st Floor
- 2nd Floor

**Pavilions:**

**Characteristics:**

- Accessible - Accessible entrance
- Accessible Monitor - Lectern with an accessible
- Chalkboard - Blackboard

**Configuration Types:**

**Minimum Capacity**  
0

**Minimum Area**  
0

3. You can select additional criteria like chalkboards or windows, etc. Leaving these options unselected will offer the greatest number of available rooms.

4. You can view the result list by a list or by a calendar view.
- a. The list will show you room details, the calendar will show you availability based on the date listed (you can change the date by clicking the calendar icon)

**Result list:**

Building	Building ID	Room ID	Description	Capacity	Contact	Characteristics	Calendar
Enwayang	ENW	101	Noahem Performance Space	90	leebolton@trentu.ca	Data Projector (HDCP compliant), Document Camera, HDMI Laptop Input, Height Adjustable Lectern, Lectern Computer, Lighting, No Food or Drink, Projection Screen, Sound, Telephone, Tiered	
Enwayang	ENW	103	Classroom	50	roombookings@trentu.ca	Accessible, Chalkboard, Data Projector (HDCP compliant), Document Camera, HDMI Laptop Input, Lectern Computer, Projection Screen, semi fixed, Sound System, Telephone, Tiled	
Enwayang	ENW	105	Classroom	40	roombookings@trentu.ca	Accessible, Chalkboard, Data Projector (HDCP compliant), Document Camera, Fixed Desks, HDMI Laptop Input, Lectern Computer, Projection Screen, Sound System, Telephone, Tiled	
Enwayang	ENW	106	Classroom	50	roombookings@trentu.ca	Chalkboard, Data Projector (HDCP compliant), Document Camera, HDMI Laptop Input, Lectern Computer, Projection Screen, semi fixed, Sound System, Telephone, Tiled	
Enwayang	ENW	108	Classroom	50	roombookings@trentu.ca	Chalkboard, Data Projector (HDCP compliant), Document	

## Calendar View:

The screenshot shows a calendar interface for room bookings. At the top, there are tabs for 'Result List' and 'Calendar View', and a date selector for 'Mar 28, 2023'. The main area is a grid with rooms listed on the y-axis (SEB ENW 101 to 115) and time slots on the x-axis (7:00 AM to 10:00 PM). Colored blocks represent booked events, including lectures, seminars, and workshops. For example, SEB ENW 101 has a seminar at 11:00 AM, and SEB ENW 114 has multiple lecture blocks between 9:00 AM and 10:00 PM.

5. Booking this way does not allow recurring settings to be selected (*see the other instructions in this doc for recurring bookings*), you would need to manually add a note to the booking request that you'd like the request to be recurring. This should include the dates of the recurrences. The times must all be the same, ie always 1pm-3pm. If your recurring dates need different times, you need to request these separately.
  - a. **Be sure to check room availability for all recurrences before asking to book.**
  - b. When processed, the recurrence will be added by the Room Bookings team (so long as the room is still available as requested)
6. Calendar View is a good way to get an idea of what room schedules look like visually.
7. You can select a particular room and check its schedule on a monthly, weekly, or daily basis by clicking on that room and then selecting the "Calendar" icon link at the top of the new page.
  - a. There are options here to view daily, weekly, or monthly.
8. You can click on the room in the calendar to request it. This opens options you would need to fill out for your booking, like the length and starting time, etc. **Ensure the dates and times are correct before making your request.**