

## Steps to Reserve a Room:

1. On our Home Page Click **ECOMMUNITY Tab**.
2. Choose **Reserve a Room**
3. On the **Reserve a Room** page utilize the **CLICK HERE** button to open the **SILCC Event Request Form** to open the **Scheduler Form**.
4. On the **Scheduler Form**, complete out the following information:
  - a. First Name
  - b. Last Name
  - c. Email (required in order to inform you of event approval status and any changes)
  - d. Phone number
  - e. Event Name (this name will post on our public calendar and bulletin so please be specific)
  - f. Event Description (information on what your event is)
  - g. Event Date
  - h. Begin Set up (this is required if you need to have Facilities Set up events - please enter a time that is 30 minutes prior to your event start time and be aware that this 30 minutes is set up time and does not mean that you will have full access to your space at that time)
  - i. Start Time
  - j. End Time
  - k. End Teardown (if teardown is needed, please indicate a time that is 30 min after the event end time to allow Facilities to teardown)
  - l. Event Recurrence Rules:
    - i. Recurrence (Indicate if your event will happen multiple times in the year. You can choose Daily, Weekly, Monthly, Yearly or Custom Dates)
    - ii. Public Notes & Link are not necessary.
    - iii. Number of People: (This is required in order to determine your space needs for a scheduled location and in the event location changes are needed).
  - m. Real Person Verification: (Please type the code you see to prove to us that you are officially requesting the request; then click **Next**.)
  - n. You will be now shown the **General Information** that you submitted; please review to ensure everything you requested is correct.
  - o. Spaces:
    - i. Click the + sign next to the building in which you would like to request a room. For example, when clicking the Christus Center + sign, you will see the drop-down menu letting you choose between the CC-Hall, CC-Kitchen, CC-Lobby, CC-Nursery, and Green Room
    - ii. Choose your Room that you would like to Reserve, by clicking the  next to the desired room.
  - p. Resources: (including Chairs, Tables, and/ or A/V Equipment.)
    - i. By clicking the + sign next to the resource you need you will see the options available. Please note that not all resources are available in all buildings. Example: if there is a G in front of your choice this means that item is only located in Gonzaga.) X: Xavier, G: Gonzaga, CC: Christus Center)
    - ii. Please make sure to click the  next to the item you need (example Chairs), put the quantity needed and click the Save button next to the Qty number to save your Resource Request.
  - q. Services: Choose whether you need Facilities Staff for you event. (\*If you need a Set up of Tables/ Chairs, you will need to click this to guarantee your Set up and your Set up Time.)

- r. Schedule Setup: Please review the Room, Resources, and Services you have requested for this event and click **Submit Event**.
- s. You will then be prompted if you are sure you wish to submit your request for approval. Click **Yes** if you would like to Submit it.
- t. You will then be redirected to a summary of your event that you just requested.

**\*NOTE: This is a Room Request, NOT a Guarantee.**

You will receive an email once your event is approved or if any changes have been made.

### **Checking Status of Room Request**

1. Go to Our Home Page and click the **Ecommunity** Tab
2. Click **Reserve A Room**, then the **CLICK HERE** button to open the SILCC Event Request Form.
3. Once redirected to the Scheduler Form, at the top right corner utilize the **“Want to check the Status of your submitted Events? Click Here”** button.
4. Type your email address in and click **Search**.
5. This will open a new page where with the status of your Event approval.