How to request a room for an internal meeting or event

1. Check room calendar for availability. Access Outlook and add the room to your Rm-calendar:
   A. Outlook Web version: Add room by add from directory and select your email account; search for the room and add it.
   B. Outlook Desktop version: Search the room and add to your calendar

2. To request a room reservation, open outlook and click on the calendar tab
3. In the upper left-hand corner click "New Appointment"
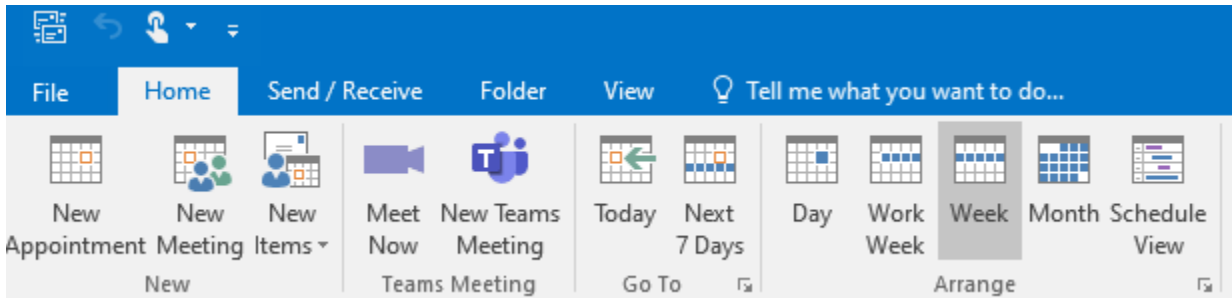
4. Create your event adding subject, start time and end time. Leave the location blank in this step.
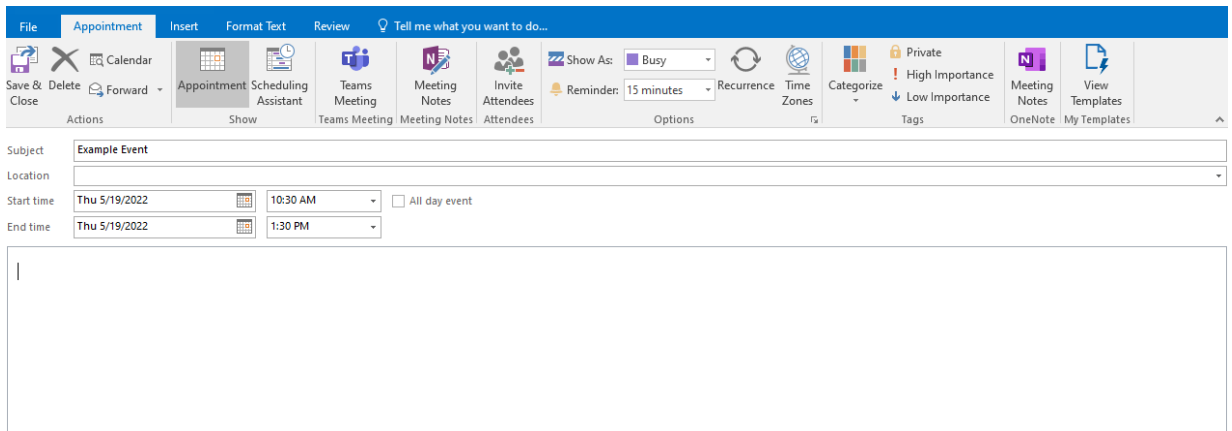

5. Click on "Invite attendees"
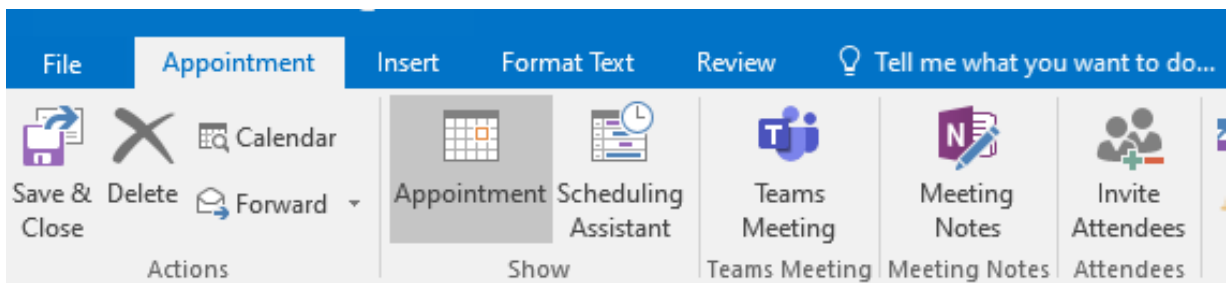
6. Click the "to" button.

7. In the search bar type "rm" and hit enter. This will bring up a list of all campus rooms. If you are looking for an outdoor space (AF gray lawn, parking lots, etc.) type "outdoor" and a list of those space will appear.

8. Double click on the room you would like to reserve. This will add it to the required section below.
9. Click "ok"
10. Notice that the room location is updated to the room as well.
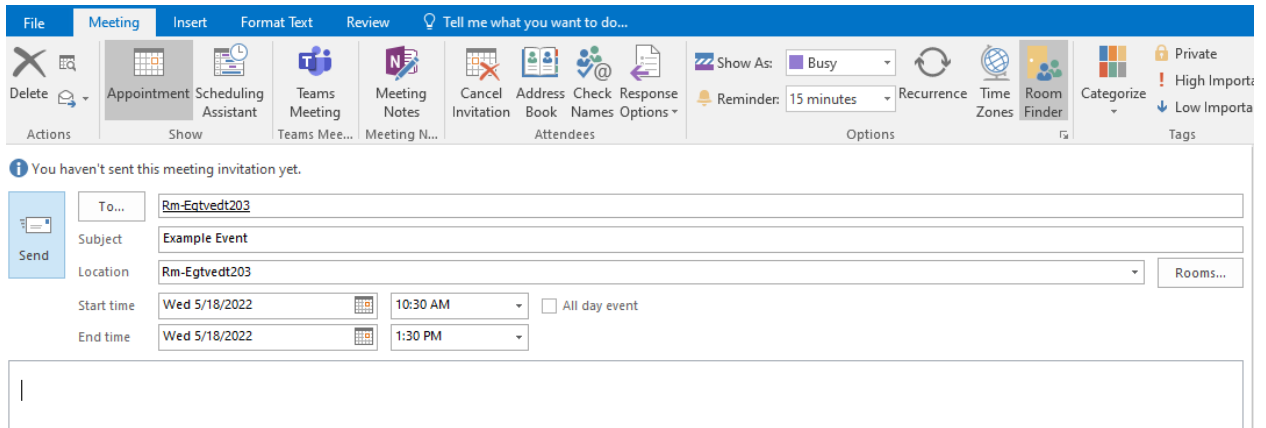
11. Your request will be sent to Mary Clayton in Advancement for approval.   Provide the event contact's name and phone number as well as much information as you can about the event in the description. This will help in deciding if I need to generate work orders or if the event needs any type of special coverage. If there are any questions I will reach out to you via email. Please direct questions to 503-517-1046 or email: mrclayton@warnerpacific.edu

12. If your event needs catering, please reach out to Sodexo. Warner Pacific Catering - Portland, OR (catertrax.com) It is important to give at least 2 weeks' notice to Sodexo.

13. Departments are responsible for room set-up and re-set for most internal events. Please make sure to include extra time for this in your reservation! *If you think you may need facilities help with set-up or re-set, please email or call me as soon as possible!*

14. Signage & Decorations: We have sandwich board signs, easels and acrylic sign holders to check out, along with various vases and other décor options. Contact Mary Clayton at mrclayton@warnerpacifice.edu for more information.