

Greetings,

Effective March 7, 2019 requests for event space should be placed using the Outlook Calendar. Please review the information below for instructions.

The Facilities Department manages reservations for the following event spaces on campus:

- Mullen Commuter Lounge aka Mullen Commons
- Daley Hall
- The Pilla Display Cases
- Pilla Atrium
- Pilla Student Dining Hall (*The Pilla Student Dining Hall is restricted to one event per month during fall and spring semesters. Meeting requests to use the Pilla Student Dining Hall require special review and approval from the Vice President of Facilities and in some cases President's Council (Not all requests are approved.)*)

Individuals who wish to reserve event spaces should do the following.

Request the space via Outlook Calendar (please include the following when requesting the space via Outlook: date, day, name of the meeting, start time, end time, and the contact number for the coordinator of the event).

NOTE: If your meeting requires set-up and or clean-up please adjust your start and end times accordingly. Individuals or departments that use these rooms are responsible for organizing and coordinating media service requests, placing orders with Metz, placing maintenance requests and or arranging other set-up/clean-up related to the reservation.

Each room has a maximum capacity as referenced in Outlook. Events exceeding the maximum capacity will be told to comply with the designated numbers immediately. Noncompliance will result in the termination of your event.

Furniture should not be removed or rearranged without consulting the Facilities Department

How to reserve the space.

1. From the Outlook Calendar -Select new meeting-then click on the word rooms (located on the top left-hand corner, see screenshot below) select the room you would like to reserve, complete the information and then select ok to submit. ***Do not invite attendees until final approval is granted. The approval notification will come to your inbox.**

Address Book

Search: [Name] [Address] [Phone] [Email]

Name	Location	Business/Phone	Capacity	Description	Email Address
1. [Name]	[Location]	[Business/Phone]	[Capacity]	[Description]	[Email Address]
2. [Name]	[Location]	[Business/Phone]	[Capacity]	[Description]	[Email Address]
3. [Name]	[Location]	[Business/Phone]	[Capacity]	[Description]	[Email Address]
4. [Name]	[Location]	[Business/Phone]	[Capacity]	[Description]	[Email Address]
5. [Name]	[Location]	[Business/Phone]	[Capacity]	[Description]	[Email Address]
6. [Name]	[Location]	[Business/Phone]	[Capacity]	[Description]	[Email Address]
7. [Name]	[Location]	[Business/Phone]	[Capacity]	[Description]	[Email Address]
8. [Name]	[Location]	[Business/Phone]	[Capacity]	[Description]	[Email Address]
9. [Name]	[Location]	[Business/Phone]	[Capacity]	[Description]	[Email Address]
10. [Name]	[Location]	[Business/Phone]	[Capacity]	[Description]	[Email Address]
11. [Name]	[Location]	[Business/Phone]	[Capacity]	[Description]	[Email Address]
12. [Name]	[Location]	[Business/Phone]	[Capacity]	[Description]	[Email Address]
13. [Name]	[Location]	[Business/Phone]	[Capacity]	[Description]	[Email Address]
14. [Name]	[Location]	[Business/Phone]	[Capacity]	[Description]	[Email Address]
15. [Name]	[Location]	[Business/Phone]	[Capacity]	[Description]	[Email Address]
16. [Name]	[Location]	[Business/Phone]	[Capacity]	[Description]	[Email Address]
17. [Name]	[Location]	[Business/Phone]	[Capacity]	[Description]	[Email Address]
18. [Name]	[Location]	[Business/Phone]	[Capacity]	[Description]	[Email Address]
19. [Name]	[Location]	[Business/Phone]	[Capacity]	[Description]	[Email Address]
20. [Name]	[Location]	[Business/Phone]	[Capacity]	[Description]	[Email Address]

Buttons: [OK] [Cancel]

