

To Reserve a Room at Seattle Pacific University:

1. Go to roomfinder.spu.edu
2. Log-in with your SPU username and password. Click **Log-in** in the upper-left corner.
3. Go to the **Reservations** tab at the top of the page and select your appropriate reservation group. You may have one or more options. Notice: there are separate options for the Library, Upper Gwinn, and Royal Brougham. For all other locations, use **Student Leader Requests** if reserving for an organization, **Student Club Requests** if reserving for a club, or **General Room Requests** if you are requesting space for an event that is not related to a club or officially recognized student organization. Club events must be approved by CSC (Committee for Student Clubs) before you make a room reservation.
4. Fill in the appropriate event details on the left side of the page. The Availability Filters may help you narrow your selection, or you may leave them blank to see all available rooms in the selected building.
5. Click **Find Space**.
6. A grid will show you which rooms are available in the building you selected and which rooms have already been booked. The timeframe you selected will appear shaded on the grid.

The screenshot displays the room reservation interface. On the left, there are search filters: 'When and Where' with a date of 5/12/2014 Mon, start time of 3:30 PM, and end time of 5:15 PM. Below this is a 'Facilities' dropdown menu set to 'Weter Memorial Hall'. Under 'Setup Information', the attendance is set to 12. On the right, a 'Selected Locations' section shows 'No rooms currently selected' and a 'Grid' button. Below this is a calendar view for 'Monday, May 12, 2014' showing a 16-hour grid. A table below the grid lists rooms and their availability:

Room	Cap	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10
Weter Memorial Hall																	
+ 201 Classroom	40				UFDN-	THEO-3		UCOR-								Meeting (Futur	
+ 202 Classroom	40				UFDN-	UCOR-		THEO-								Weekly Meetings (Link	
+ Lower Weter Large Conference Room	20				UC St	UC w											
+ Staff Lounge	30						Private										

7. For more room information, click on the name of the room. Select the space you would like to use by clicking on the **plus sign** next to the room name. Click **Continue**.
8. Fill in the event details. Select the group that applies to this reservation and find your name in the next dropdown box. When you have filled in all the information on the page, click **Submit**. You will receive an e-mail that your request has been received.
9. You can track the status of your reservation or make changes by clicking on **View My Requests** under the **Reservations** tab.
10. Be patient. You will receive another e-mail once your reservation has been approved.