

Room Finder Reservation Guide

for SPU student leaders

1. Log into <https://roomfinder.spu.edu> with your SPU ID and password.
2. **To check room availability and description:** Click “Browse for Space” under the “Browse” tab to check availability of rooms you’re interested in reserving. For room descriptions, click “Browse Facilities” and click the link to the individual room.
3. **To reserve a space:** Under the “Reservations” tab, select the type of reservation you would like to make:
 - a. For club meetings/events, select “Student Club Requests”
Please note: ALL club events must be approved by CSC before reservations will be confirmed.
 - b. For ASSP meetings/events, select “Student Leader Requests”
 - c. For meetings/events not affiliated with registered student organizations (ASSP clubs and organizations), select “General Room Requests”
 - d. For Library, Upper Gwinn, and Royal Brougham requests, select the appropriate location.
4. Fill out applicable information on left side of screen, then click “Find Space” to bring up available rooms.
5. Select space you would like to reserve by clicking on the green plus sign next to the room name. Click “Continue”.
6. Fill out details as thoroughly as possible:
 - a. Event Details
 - i. **Event name must include name of ASSP club/organization hosting the meeting/event.**
 - ii. **Event type must reflect type of meeting/event reservation is for.**
 - b. Group Details:
 - i. **Group must be set to:**
 1. “Club Officers” if reservation is for a club meeting/event
 2. “Student Media Groups” if reservation is for a media group (Lingua, KSPU, Falcon, Cascade)
 3. “Student Government” if reservation is for another ASSP organization’s event (Officer Core, SLDC, Senate)
Please note: ALL student leader room requests must have the appropriate group selected. Room requests made under a student’s name may be rejected.
 - ii. Select 1st Contact after selecting appropriate group.
 - c. Other Information:
 - i. **Event description** is essential for events posted to the campus calendar.
 - ii. Events will auto-submit to the appropriate calendar based on the selected event type.
 - d. Click “Submit”. Please proofread request before submitting. You will receive an email that your request has been received.
7. **To make changes to submitted requests:** Click on “View My Requests” under the “Reservations” tab. Click the pencil icon next to request to edit reservation details.
8. **Confirmation:** Once your reservation has been approved, you will receive another email. Reservations may take up to a week for approval.
9. **Additional questions?:** Contact OSP Administrative Assistant at cadayk@spu.edu