



Make a FSUPC Facility Use Request

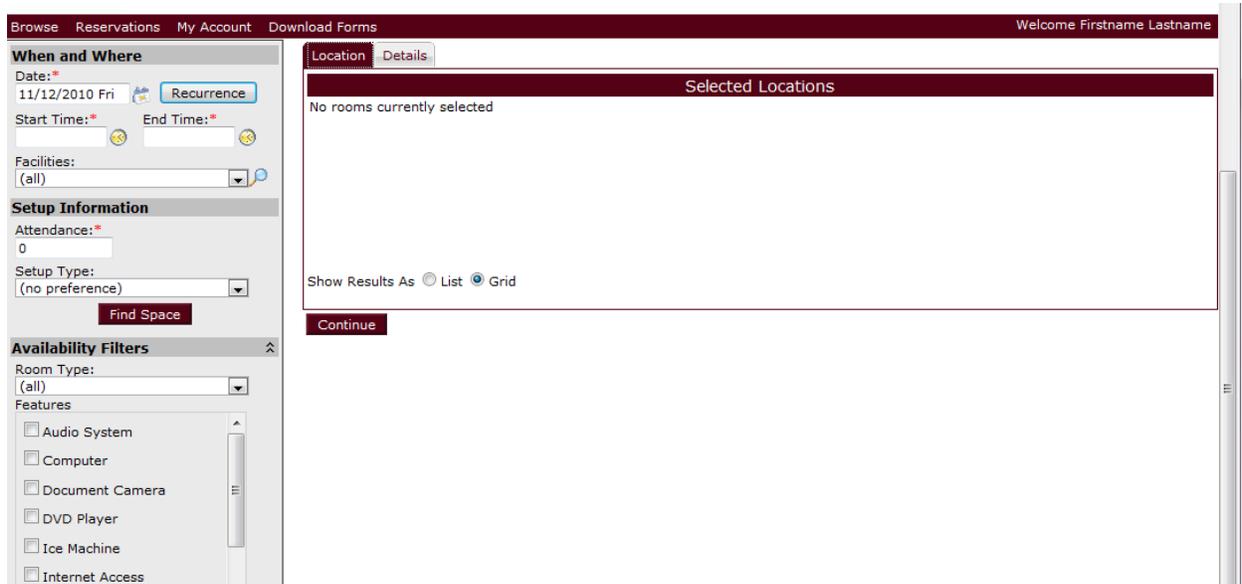
To begin, first select the Browse menu and the Browse Facilities option. This will give you the Room Name, Setup Type and Maximum Capacity available for each room. If you have a request greater than the maximum capacity for a particular setup type in a room, the system will not display the room. Below is a sample of the Browse Facilities page, please visit the website for an up to date listing of all rooms, setup types and their maximum capacities.

The screenshot shows a web browser window with the URL <http://fur.pc.fsu.edu/BrowseFacilities.aspx>. The page title is "FSUPC Facility Use Request". At the top, there is a navigation bar with "Browse", "My Account", "Download Forms", and "How To". A "Welcome Guest" message is on the right. Below the navigation bar, there are options to "Group By" Setup Type (selected) or Room, and a "Filter" button. The main content is a table titled "Setup types by Room".

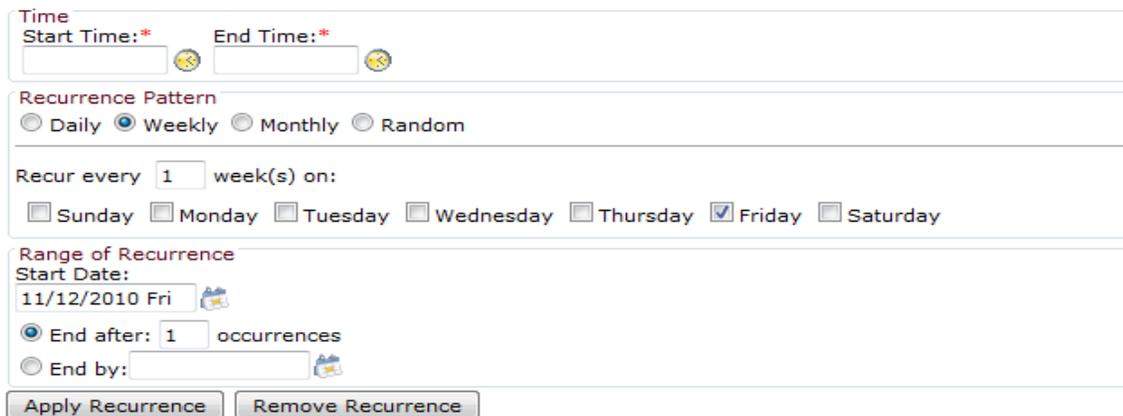
Room	Setup Type ^	Maximum Capacity
Auditorium - Auditorium	Theater*	190
Bayside Building - Bay 115	Classroom Style With Tables*	40
	Custom / Special	40
Bayside Building - Bay 116	Classroom Style With Tables*	40
	Custom / Special	40
Bayside Building - Bayside Computer Lab	Classroom Style With Tables	20
Bland Conference Center - Bland Conference Center	Chairs	120
	Custom / Special	160
	Empty	120
	Tables - 5' with Chairs	80
	Tables - Round with 8 Chairs	80
	Theater	120
	U Shape with Tables and Chairs	30
Holley Building - Holley A210A Computer Lab	Classroom Style With Tables	28
Holley Building - Holley B101 Classroom	Classroom Style With Tables	40
Holley Building - Holley B201 Classroom	Classroom Style With Tables*	46
Holley Building - Holley B202 Classroom	Classroom Style With Tables*	46
Holley Building - Holley B205 Video Conf. Room	Video Conference (ITV)	18
Holley Building - Holley B207 Classroom	Classroom Style With Tables*	46
Holley Building - Holley B208 Classroom	Classroom Style With Tables*	61
Holley Building - Holley B209 Classroom	Classroom Style With Tables*	61

Now, you are ready to enter your request. If you have not already done so, log into the system by selecting the My Account menu and the Log In option. You will then enter your email address and password saved when you created your account.

After successfully logging into the system, you will **first**, mouse over the Reservations menu and select the Request a Room option. The screen below appears.



First, for a single day event, enter the date. The calendar icon to the left will also allow you to enter a single date. If you have a multiple day event, you will select the Recurrence button and enter the necessary information regarding your multiple day events. The Start Time and End Time include clean-up and tear down. Select the Apply Recurrence button when you have completed your dates.



Second, you may select the specific building (Auditorium, Bland, Barron, Bayside, Holley or Technology) with the Facilities drop down list. If you leave the default (All) selected, you will see all the available rooms throughout campus on your given days and times.

Third, you must enter the number in attendance. Enter the maximum number you expect to attend as the system uses this to ensure you have a large enough room for everyone in attendance.

Fourth, if you have a preference of how you wish for your rooms to be setup, select one of the options available: Classroom Style with Tables, Tables – 5’ with Chairs, Tables – Round with 8 Chairs, Theater or U Shape with Tables and Chairs. Keep in mind if a particular room does not have this setup type available, it will not appear as an available option. Should you need a variety of setup types, we recommend leaving this option as no preference.

Fifth, you may apply additional filters for your room(s) type and the features of each room search by selecting an Audio System, Computer, Document Camera, DVD Player, Ice Machine, Internet Access, Piano, Projector and Screen, Smart Board and/or Wireless Computer Remote.

Now, select the Find Space button. You will see a screen similar to the one below based on your criteria. The light blue areas with red borders indicate the time you requested is available. If the time frame you requested appears in cream or dark gray, the particular room has been reserved by an earlier request and is not available. Should the room you were hoping to reserve not appear, refer to the Browse menu and Browse Facilities option to ensure the room setup type and maximum capacity limits are less than or equal to those on the list.

The screenshot shows a search interface with the following sections:

- When and Where:** Date: 11/24/2010 Wed, Start Time: 8:00 AM, End Time: 10:00 AM, Facilities: (all).
- Setup Information:** Attendance: 1, Setup Type: (no preference).
- Availability Filters:** Room Type: (all), Features: Audio System, Computer, Document Camera, DVD Player, Ice Machine, Internet Access, Piano.

The main display shows a grid for Wednesday, November 24, 2010, with columns for 7 A, 8 A, 9 A, 10 A, 11 A, 12 P, 1 P, 2 P, and 3 P. Light blue shaded cells indicate availability for the requested time slot (8:00 AM - 10:00 AM) in the 8 A, 9 A, and 10 A columns. Rooms with green plus signs (+) are available for selection.

Room	Capacity	7 A	8 A	9 A	10 A	11 A	12 P	1 P	2 P	3 P
Auditorium	190									
Bayside Building										
Bay 115	40									
Bayside Computer Lab	20									
Bay 116	40									
Bland Conference Center										
Bland Conference Center	120									
Holley Building										
Holley Lecture Hall C	150									
Holley Lecture Hall A	150									
Holley C107 Seminar Room	20									
Holley Lecture Hall B	150									

Continuing with your request for use of the FSUPC Facilities, you may select a room(s) by clicking the green plus + next to the room name you wish to request. Once you select the room, it will appear in the top half of the screen. In this example, the Holley Building C107 Seminar Room fits the best.

The screenshot shows the search interface with the following sections:

- When and Where:** Date: 11/24/2010 Wed, Start Time: 8:00 AM, End Time: 10:00 AM, Facilities: (all).
- Setup Information:** Attendance: 1.

The main display shows a table of selected locations:

Click to Remove	Date	Holidays	Start Time	End Time	Location
X	11/24/2010 Wed		8:00 AM	10:00 AM	Holley Building - F

To complete the request, select the Details tab and enter all the required information. The first time you enter a request, your organization will not automatically populate. To locate your organization, select the hour glass to search for your organization name then type the first few letters of the organization or the % (percent) sign and select the hour glass again to begin the search. Select the green plus  to add the organization to your account. If your organization does not appear, please search for and select New Organization, someone will contact you for more details once your request is reviewed.

Click the X to exit back to the Details screen. The Organization drop down will now list your organization for selection or you may enter a temporary contact if needed or choose a contact listed in the drop down list.

Location **Details**

Event Details

Event Name:* Event Type:*

Organization Details

Organization:* 

Contact Prior To Event:*

Phone:* Fax:

Email:*

Contact During Event:
(none)

Phone: Fax:

Email:

Other Information 

Event Description:

Is alcohol to be provided at the event?:*

Person responsible for event set-up and clean-up:*

Set-up / clean-up person's phone number:*

Does the event need to be posted on the marquee?:*

If yes, please include marquee text (subject to editing):

The Details tab is where you enter all the needs for equipment and personnel as well. For example, should you need a microphone, projector and screen, and a technician to assist with the setup of that equipment, please select in the appropriate equipment checkboxes under additional needs and in the personnel section, select a technician during the time of your event. When asked for specific instructions, please enter them when applicable. This assists us in communicating with the necessary departments and eliminates frustration for you at the time of your event.

Federal Tax ID #:

Sales Tax Certificate #:

I have read and agreed to abide by the Facility Use Guidelines. :*

I have read and agree to the FSUPC Rates: *

Additional Needs

- Audio
 - CD Player
 - DVD Player
 - Microphone
- Visual
 - Overhead Projector
 - Projector and Screen
- Other
 - Computer
 - Podium
 - Stage
 - Wireless Computer Remote

Additional Personnel

Service Type:

Personnel

- Custodian
- Police Officer
- Technician (After Business Hours)
- Technician (Business Hours)

Finally, after verifying your request is correct, select the Submit Reservation button to view a summary of your request.

Browse Reservations My Account Download Forms							Welcome Firstname Lastname	
Reservation Details Additional Information						Back to My Requests		
Reservation Id	15	Organization Name	Technical Services - FSU PC	Edit Reservation Add Booking Cancel Services Cancel Bookings Cancel All Bookings View Reservation Summary Add booking to personal calendar				
Event Name	Testing	Contact Prior To Event Name	Melissa Carlton					
Event Type	Meeting - Group	Phone	850-770-2134					
		Contact During Event Name	Jackie Brodie					
		Phone	850-770-2130					
All Current Historical								
Bookings								
Actions	Services	Date ^	Time	Title	Location	Status	Setup	
X		11/13/2010 Sat	11:00 AM - 12:00 PM	Testing	Bayside Building - Bay 115	Web Request	(none) (10)	

This is only a request, which remains pending until you receive a confirmation email from our Facilities Use Coordinator. You may review the services selected during the request process by selecting the hourglass with a plus icon under the services column. Remember to Logout of your account by

selecting the My Account menu and then the Logout option. See our How To menu for instructions on editing or canceling a request.