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.

<table>
<thead>
<tr>
<th>Room Name</th>
<th>Setup Type</th>
<th>Maximum Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rayside Building - Bay 315</td>
<td>Classroom Style With Tables</td>
<td>45</td>
</tr>
<tr>
<td>Rayside Building - Bay 116</td>
<td>Classroom Style With Tables</td>
<td>45</td>
</tr>
<tr>
<td>Rayside Building - Rayside Computer Lab</td>
<td>Classroom Style With Tables</td>
<td>25</td>
</tr>
<tr>
<td>Florida Conference Center</td>
<td>Conference Center</td>
<td>120</td>
</tr>
<tr>
<td>Holley Building - Holley A124 Computer Lab</td>
<td>Classroom Style With Tables</td>
<td>25</td>
</tr>
<tr>
<td>Holley Building - Holley B124 Classroom</td>
<td>Classroom Style With Tables</td>
<td>45</td>
</tr>
<tr>
<td>Holley Building - Holley B224 Classroom</td>
<td>Classroom Style With Tables</td>
<td>45</td>
</tr>
<tr>
<td>Holley Building - Holley B225 Classroom</td>
<td>Classroom Style With Tables</td>
<td>45</td>
</tr>
<tr>
<td>Holley Building - Holley B226 Video Conf. Room</td>
<td>Video Conference (STL)</td>
<td>15</td>
</tr>
<tr>
<td>Holley Building - Holley B227 Classroom</td>
<td>Classroom Style With Tables</td>
<td>45</td>
</tr>
<tr>
<td>Holley Building - Holley B228 Classroom</td>
<td>Classroom Style With Tables</td>
<td>45</td>
</tr>
<tr>
<td>Holley Building - Holley B229 Classroom</td>
<td>Classroom Style With Tables</td>
<td>45</td>
</tr>
</tbody>
</table>
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.

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.
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.
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.

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

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.