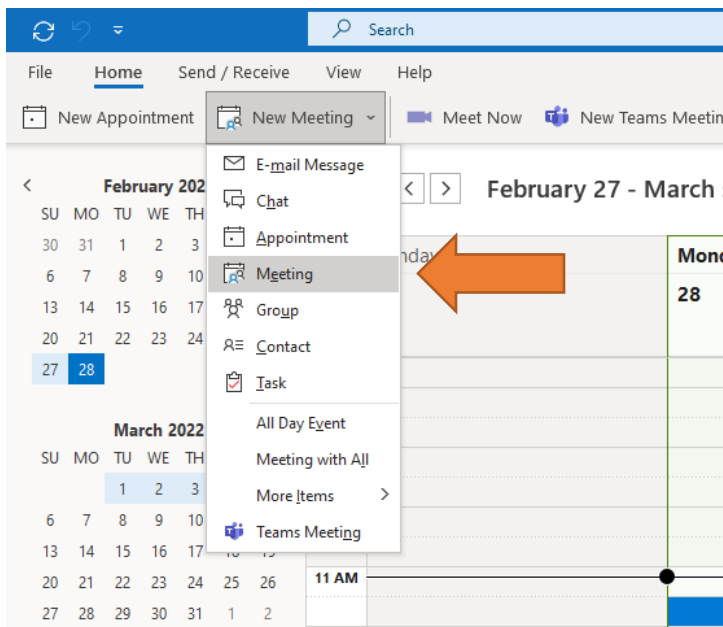
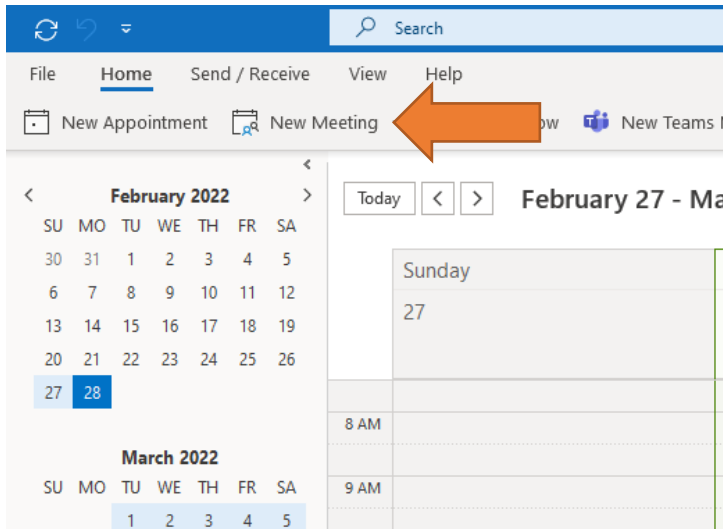


To reserve a room in the Outlook Desktop Application:

1. From the home tab in Outlook Calendar, find the “New Meeting” drop down menu and select “Meeting”.



## 2. This will present this new window

File Meeting Scheduling Assistant Insert Format Text Review Help Tell me what you want to do

Copy to My Calendar Teams Meeting Show As: Busy Reminder: 15 minutes

You haven't sent this meeting invitation yet.

Send

From hackettt@bera.edu

Title

Required

Optional

Start time Mon 2/28/2022 11:30 AM  All day  Time zones

End time Mon 2/28/2022 12:00 PM [Make Recurring](#)

Location [Room Finder](#)

In Shared Folder Dining Entrance Tabling (cap2)

## 3. To select a room, click the “Rooms...” button that is to the right of the “Location” line.

end

From hackettt@bera.edu

Title

Required

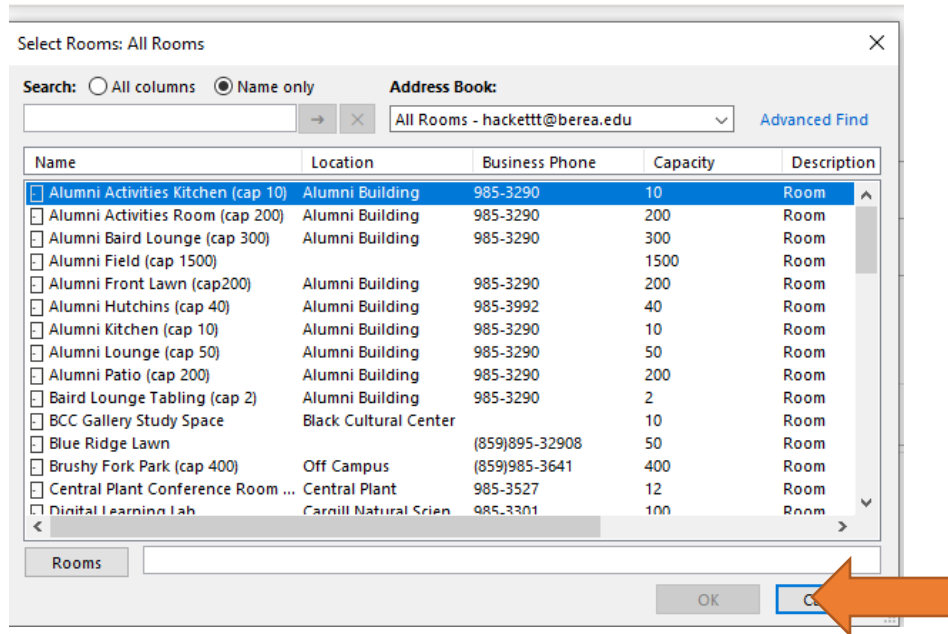
Optional

Start time Mon 2/28/2022 11:30 AM  All day  Time zones

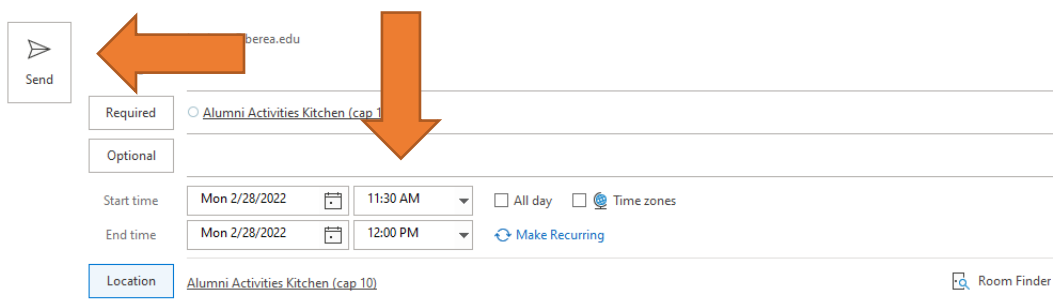
End time Mon 2/28/2022 12:00 PM [Make Recurring](#)

Location [Rooms...](#) [Room Finder](#)

4. That will open this window. Scroll through it to find the room needed. Make sure to double click and then select “OK”.



5. After the room is selected, schedule the times needed in the Start time and End Time boxes found underneath the subject lines. Once complete, you press send.



6. Outlook will automatically send an email with a link to the [ROOM SET UP REQUEST FORM](#) that must be filled out for your request to be approved.

## **Room Reservation Policies:**

1. Reservation requests should be submitted at least 2 weeks in advance to allow adequate time to schedule the facility/room(s).
2. Cancellation and No-Show Policies: The Alumni Complex cancellation policy for all general meeting spaces is a full ten business days prior to the reservation date. Failure to cancel within those time frames, or failure to show at the time of your scheduled event, will incur charges for the event regardless of whether or not the event initially carried charges and may result in a loss of room privileges.
3. Food and Beverage Policy: Food and/or beverages may be catered in from any food vendor.
4. Alcohol Policy: Alcohol is not permitted to be served or consumed at any Berea College event or on any Berea College Property.
5. Campus Life staff (i.e. Professional Staff) have access to all facilities/rooms at any and all times.
6. All properties are to be accounted for and left in the condition they were received. Extra property is to be removed from the premises immediately after the event unless prior arrangements have been made with the Campus Life.
7. The Campus Life Office is not responsible for personal items lost or left in the room(s). Items left in the Alumni Complex facilities may incur additional charges for labor or storage.
8. Lighting, wiring, scenery or furniture are not to be changed except by special permission from the Campus Life Office. If special permission is granted, such lighting, wiring, scenery, or furniture must be replaced as directed at the expense of the party requesting the change. Any materials affixed to painted walls and/or wood surfaces is prohibited. Damage occurring in a room or loss of equipment during facility use will be charged to the group responsible for the reservation.
9. Nothing may be hung, pasted or affixed in any manner to the facility walls, doors, windows or floors. Easels may be provided for any signs or banners requested to be displayed.
10. Candles, incense or other flammable items may not be burned in any of the Alumni Complex Facilities.
11. The Campus Life Office reserves the right to cancel an event, should the Campus Life Office decide the usage is not in the best interests of Berea College. The Campus Life Office may cancel the use of the facility on the date of the event, or beforehand, by notifying the reserving group in the following manner: by telephone, messenger, letter addressed to the requesting group, email at any time prior to any such performance or event.
12. To the extent permitted by the law, the requesting group agrees to save and hold harmless Berea College from any damages which may occur to any person or property due to negligent or willful acts of employees, student, participants, spectators or agents of the requesting group. Please confer with the Coordinator of Student Involvement and Engagement for more information about insurance and to see if insurance is required for your specific event.