Room Booking Tip Sheet

What do you need to know before booking a room?

1. Your student group must be registered with Student Group Services and active (not frozen) to book a room.
2. The person booking the room has to be an Executive member of the group, whose profile shows up on your group’s BearsDen Officers List.

Okay, your group is registered and your Officer’s list is updated. Now what?

1. If you’re booking a room in SUB:
   a. Meeting rooms in SUB can be booked through the Meeting Centre via the online form.
   b. Requests usually take 2 business days.
   c. Questions can be sent to bookings@su.ualberta.ca.

2. If you’re booking a room anywhere else on campus:
   a. Any other space on campus will be booked through the Office of Registrar Central Booking via the online form.
      i. Use your CCID and password to log into the application.
      ii. Select the type of booking you wish to request:
         1. General Booking - Includes any classrooms, seminar rooms, lecture theatres, or lounges.
         2. Computer Lab - Includes any centrally scheduled computer labs.
         3. Table/Atrium - Includes any centrally scheduled tables or atriums.
      iii. Provide the requested information. Make sure that you include your Student Group name as it is seen on Bearsden, no acronyms!
      iv. Create single/multi-day or recurring requests.
         1. Single day requests span a period of time in a single day.
         2. Multi-day requests span more than one day.
         3. Recurring requests occur on a particular day of the week and repeat weekly between the start and end date.
   b. Submit your request and watch for an email confirmation. Booking confirmations or correspondence will be sent to the email address associated with your CCID or to the alternate UAlberta email address you have provided.
      1. Booking confirmations serve as your reservation for a room on the indicated dates/times. Make sure you have a copy of the booking confirmation with you when using a room!
2. Refrain from advertising your event until you have received the booking confirmation and it has been approved on Bearsden!
3. ETT reserves the right to relocate or cancel casual event bookings.
4. The processing time of booking requests may vary throughout the year.

Once you've submitted a request for a room booking, here are some next steps to consider:
1. Have you submitted your Event for approval through BearsDen? Read up on Event submissions here!
2. Will you be making posters to advertise the event? Safewalk can help you poster for a small fee.

Other common questions:
1. How do I book a table?
   a. Check out this handy table on our website of who to contact for tabling opportunities across campus.
2. How do I book a venue?
   a. Check out a complete listing on our website under Book a Venue!