



## ***Guidelines and Protocols***

for the

Campus Booking Policy

May 29, 2017

## **Appendix “A”**

## Common Pool Rooms and Exterior Spaces

Bldg and Room # ID	Building - Description	Capacity	Description	Room Type - ID	Used for Exams	Notes
S C201 B4082	LSC-BIOL&EARTH	10	CLSROOM CAP <25	SEM010	X	
S C201 B7123	LSC-BIOL&EARTH	10	CLSROOM CAP <25	SEM010	X	
S C202 O3655	LSC-OCEANOGRAPH	40	CLSROOM FLAT FLOOR CAP >25	CLS020	X	
S C203 P4208	LSC-PSYCHOLOGY	23	CLSROOM CAP <25	SEM010	X	
S C203 P4258	LSC-PSYCHOLOGY	50	CLSROOM TIER/FIXED SEAT CAP >25	CLS010	X	
S C203 P4263	LSC-PSYCHOLOGY	50	CLSROOM TIER/FIXED SEAT CAP >25	CLS010	X	
S C203 P5208	LSC-PSYCHOLOGY	25	CLSROOM CAP <25	SEM010	X	
S C203 P5260	LSC-PSYCHOLOGY	120	CLSROOM TIER/FIXED SEAT CAP >25	CLS010	X	
S C204 C202	LSC-COMMON AREA	40	CLSROOM FLAT FLOOR CAP >25	CLS020	X	
S C204 C206	LSC-COMMON AREA	60	CLSROOM FLAT FLOOR CAP >25	CLS020	X	
S C204 C208	LSC-COMMON AREA	54	CLSROOM FLAT FLOOR CAP >25	CLS020	X	
S C204 C210	LSC-COMMON AREA	20	CLSROOM CAP <25	SEM010	X	
S C204 C212	LSC-COMMON AREA	23	CLSROOM CAP <25	SEM010	X	
S C204 C214	LSC-COMMON AREA	22	CLSROOM CAP <25	SEM010	X	
S C204 C216	LSC-COMMON AREA	40	CLSROOM FLAT FLOOR CAP >25	CLS020	X	
S C204 C220	LSC-COMMON AREA	35	CLSROOM FLAT FLOOR CAP >25	CLS020	X	
S C204 C234	LSC-COMMON AREA	44	CLSROOM TIER/FIXED SEAT CAP >25	CLS010	X	
S C204 C236	LSC-COMMON AREA	119	CLSROOM TIER/FIXED SEAT CAP >25	CLS010	X	
S C204 C238	LSC-COMMON AREA	80	CLSROOM TIER/FIXED SEAT CAP >25	CLS010		

Bldg and Room # ID	Building - Description	Capacity	Description	Room Type - ID	Used for Exams	Notes
S C204 C240	LSC-COMMON AREA	123	CLSROOM TIER/FIXED SEAT CAP >25	CLS010	X	
S C204 C242	LSC-COMMON AREA	149	CLSROOM TIER/FIXED SEAT CAP >25	CLS010	X	
S C204 C244	LSC-COMMON AREA	50	CLSROOM FLAT FLOOR CAP >25	CLS020	X	
S C204 C332	LSC-COMMON AREA	70	CLSROOM FLAT FLOOR CAP >25	CLS020	X	
S C204 C334	LSC-COMMON AREA	53	CLSROOM TIER/FIXED SEAT CAP >25	CLS010	X	
S C204 C338	LSC-COMMON AREA	77	CLSROOM TIER/FIXED SEAT CAP >25	CLS010	X	
S C230 101	STEELE OCEAN SCIENCES BUILDING	0	OTHER BOOKABLE SPACE	OTHER		MAIN LOBBY
S C230 210	STEELE OCEAN SCIENCES BUILDING	200	ATRIUM/GALLERIA	ATRIUM		ATRIUM
S C260 101	SIR JAMES DUNN	82	CLSROOM TIER/FIXED SEAT CAP >25	CLS010	X	
S C260 117	SIR JAMES DUNN	234	CLSROOM TIER/FIXED SEAT CAP >25	CLS010	X	
S C260 135	SIR JAMES DUNN	82	CLSROOM TIER/FIXED SEAT CAP >25	CLS010	X	
S C260 221C	SIR JAMES DUNN	35	CLSROOM FLAT FLOOR CAP >25	CLS020	X	
S C260 301A	SIR JAMES DUNN	65	COMPUTER LAB	LAB010	X	
S C260 302	SIR JAMES DUNN	45	CLSROOM FLAT FLOOR CAP >25	CLS020	X	
S C260 304	SIR JAMES DUNN	60	CLSROOM TIER/FIXED SEAT CAP >25	CLS010	X	
S C300 212	HENRY HICKS ACADEMIC	110	CLSROOM TIER/FIXED SEAT CAP >25	CLS010	X	
S C300 217	HENRY HICKS ACADEMIC	73	CLSROOM TIER/FIXED SEAT CAP >25	CLS010	X	

Bldg and Room # ID	Building - Description	Capacity	Description	Room Type - ID	Used for Exams	Notes
S C381 125	CHEMISTRY	167	CLSROOM TIER/FIXED SEAT CAP >25	CLS010	X	
S C381 223	CHEMISTRY	50	CLSROOM FLAT FLOOR CAP >25	CLS020	X	
S C381 225	CHEMISTRY	30	NOT BOOKABLE SPACE	NA0000	X	
S C381 226	CHEMISTRY	114	CLSROOM TIER/FIXED SEAT CAP >25	CLS010	X	
S C400 001	MACDONALD BLDG	14	OTHER BOOKABLE SPACE	OTHER		
S C580 2600	KILLAM LIBRARY	115	SPECIFIC PURPOSE TEACHING	SPT010	X	
S C580 2622	KILLAM LIBRARY	32	CLSROOM FLAT FLOOR CAP >25	CLS020	X	
S C580 4106	KILLAM LIBRARY	40	CLSROOM FLAT FLOOR CAP >25	CLS020	X	
S C580 MACME	KILLAM LIBRARY	230	CLSROOM TIER/FIXED SEAT CAP >25	CLS010	X	
S C790 1000	LEMARCHANT PLACE	150	ATRIUM/GALLERIA	ATRIUM		
S D110 1007	MONA CAMPBELL BUILDING	100	ATRIUM/GALLERIA	ATRIUM		
S D110 1107	MONA CAMPBELL BUILDING	32	CLSROOM FLAT FLOOR CAP >25	CLS020	X	
S D110 1108	MONA CAMPBELL BUILDING	64	CLSROOM FLAT FLOOR CAP >25	CLS020	X	
S D110 2107	MONA CAMPBELL BUILDING	40	CLSROOM FLAT FLOOR CAP >25	CLS020	X	
S D110 3011	MONA CAMPBELL BUILDING	8	CLSROOM CAP <25	SEM010	X	
S D110 4013	MONA CAMPBELL BUILDING	8	CLSROOM CAP <25	SEM010	X	
S D420 1102	MCCAIN ARTS&SS	36	CLSROOM FLAT FLOOR CAP >25	CLS020	X	
S D420 1116	MCCAIN ARTS&SS	36	CLSROOM FLAT FLOOR CAP >25	CLS020	X	

Bldg and Room # ID	Building - Description	Capacity	Description	Room Type - ID	Used for Exams	Notes
S D420 1130	MCCAIN ARTS&SS	36	CLSROOM FLAT FLOOR CAP >25	CLS020	X	
S D420 1151	MCCAIN ARTS&SS	29	OTHER BOOKABLE SPACE	OTHER		FIRESIDE LOUNGE
S D420 1170	MCCAIN ARTS&SS	36	CLSROOM FLAT FLOOR CAP >25	CLS020	X	
S D420 1198	MCCAIN ARTS&SS	36	CLSROOM FLAT FLOOR CAP >25	CLS020	X	
S D420 2016	MCCAIN ARTS&SS	36	CLSROOM FLAT FLOOR CAP >25	CLS020	X	
S D420 2017	MCCAIN ARTS&SS	36	CLSROOM FLAT FLOOR CAP >25	CLS020	X	
S D420 2018	MCCAIN ARTS&SS	26	SPECIFIC PURPOSE TEACHING	SPT010	X	
S D420 2019	MCCAIN ARTS&SS	52	COMPUTER LAB	LAB010	X	
S D420 2020	MCCAIN ARTS&SS	15	COMPUTER LAB	LAB010	X	
S D420 2021	MCCAIN ARTS&SS	36	CLSROOM FLAT FLOOR CAP >25	CLS020	X	
S D420 2022	MCCAIN ARTS&SS	26	SPECIFIC PURPOSE TEACHING	SPT010	X	
S D420 2102	MCCAIN ARTS&SS	36	CLSROOM FLAT FLOOR CAP >25	CLS020	X	
S D420 2104	MCCAIN ARTS&SS	32	COMPUTER LAB	LAB010	X	
S D420 2116	MCCAIN ARTS&SS	36	CLSROOM FLAT FLOOR CAP >25	CLS020	X	
S D420 2118	MCCAIN ARTS&SS	36	CLSROOM FLAT FLOOR CAP >25	CLS020	X	
S D420 2130	MCCAIN ARTS&SS	36	CLSROOM FLAT FLOOR CAP >25	CLS020	X	
S D420 2132	MCCAIN ARTS&SS	36	CLSROOM FLAT FLOOR CAP >25	CLS020	X	
S D420 2162	MCCAIN ARTS&SS	36	CLSROOM FLAT FLOOR CAP >25	CLS020	X	
S D420 2170	MCCAIN ARTS&SS	36	CLSROOM FLAT FLOOR CAP >25	CLS020	X	
S D420 2176	MCCAIN ARTS&SS	36	CLSROOM FLAT FLOOR CAP >25	CLS020	X	
S D420 2184	MCCAIN ARTS&SS	36	CLSROOM FLAT FLOOR CAP >25	CLS020	X	

Bldg and Room # ID	Building - Description	Capacity	Description	Room Type - ID	Used for Exams	Notes
S D420 2190	MCCAIN ARTS&SS	36	CLSROOM FLAT FLOOR CAP >25	CLS020	X	
S D420 2198	MCCAIN ARTS&SS	36	CLSROOM FLAT FLOOR CAP >25	CLS020	X	
S D420 AUD-1	MCCAIN ARTS&SS	256	CLSROOM TIER/FIXED SEAT CAP >25	CLS010	X	
S D420 AUD-2	MCCAIN ARTS&SS	535	CLSROOM TIER/FIXED SEAT CAP >25	CLS010	X	
S D420 G002	MCCAIN ARTS&SS	43	ATRIUM/GALLERIA	ATRIUM		LOBBY & MEZZANINE
S E260 1002	KENNETH C ROWE MANAG	100	ATRIUM/GALLERIA	ATRIUM		
S E260 1007	KENNETH C ROWE MANAG	58	CLSROOM TIER/FIXED SEAT CAP >25	CLS010	X	
S E260 1009	KENNETH C ROWE MANAG	80	CLSROOM TIER/FIXED SEAT CAP >25	CLS010	X	
S E260 1011	KENNETH C ROWE MANAG	80	CLSROOM TIER/FIXED SEAT CAP >25	CLS010	X	
S E260 1014	KENNETH C ROWE MANAG	60	CLSROOM TIER/FIXED SEAT CAP >25	CLS010	X	
S E260 1016	KENNETH C ROWE MANAG	60	CLSROOM TIER/FIXED SEAT CAP >25	CLS010	X	
S E260 1020	KENNETH C ROWE MANAG	120	CLSROOM TIER/FIXED SEAT CAP >25	CLS010	X	
S E260 1028	KENNETH C ROWE MANAG	390	CLSROOM TIER/FIXED SEAT CAP >25	CLS010	X	
S E260 3080	KENNETH C ROWE MANAG	30	COMPUTER LAB	LAB010	X	
S E260 4061	KENNETH C ROWE MANAG	4	CLSROOM CAP <25	SEM010		
S E260 4063	KENNETH C ROWE MANAG	4	CLSROOM CAP <25	SEM010		
S E600 127	COMPUTER SCIENCE	120	CLSROOM TIER/FIXED SEAT CAP >25	CLS010	X	
T F100 2005	DENTISTRY	12	CLSROOM CAP <25	SEM010	X	
T F100 2537	DENTISTRY	22	CLSROOM CAP <25	SEM010	X	

Bldg and Room # ID	Building - Description	Capacity	Description	Room Type - ID	Used for Exams	Notes
T F100 3156	DENTISTRY	151	CLSROOM TIER/FIXED SEAT CAP >25	CLS010	X	
T F100 3157	DENTISTRY	68	CLSROOM TIER/FIXED SEAT CAP >25	CLS010	X	
T F100 4110	DENTISTRY	14	CLSROOM CAP <25	SEM010	X	
T F100 4111	DENTISTRY	14	CLSROOM CAP <25	SEM010	X	
T F100 4112	DENTISTRY	14	CLSROOM CAP <25	SEM010	X	
T F100 4113	DENTISTRY	13	CLSROOM CAP <25	SEM010	X	
T F100 4114	DENTISTRY	15	CLSROOM CAP <25	SEM010	X	
T F100 4116	DENTISTRY	80	CLSROOM FLAT FLOOR CAP >25	CLS020	X	
T F100 4117	DENTISTRY	57	CLSROOM TIER/FIXED SEAT CAP >25	CLS010	X	
T F100 5214	DENTISTRY	12	CLSROOM CAP <25	SEM010	X	
T F100 5228	DENTISTRY	20	CLSROOM CAP <25	SEM010	X	
T F200 14B02	TUPPER BLDG	30	CLSROOM FLAT FLOOR CAP >25	CLS020	X	
T F200 1B05	TUPPER BLDG	80	OTHER BOOKABLE SPACE	OTHER		TUPPER MAIN LOBBY
T F200 3H01	TUPPER BLDG	92	CLSROOM TIER/FIXED SEAT CAP >25	CLS010	X	
T F200 GLG28	TUPPER BLDG	60	OTHER BOOKABLE SPACE	OTHER		TUPPER COMMONS
T F200 GLH1	TUPPER BLDG	0	OTHER BOOKABLE SPACE	OTHER		LINK
T F200 L10	TUPPER BLDG	45	CLSROOM FLAT FLOOR CAP >25	CLS020	X	
T F200 THTR B	TUPPER BLDG	189	CLSROOM TIER/FIXED SEAT CAP >25	CLS010	X	
T F200 THTR C	TUPPER BLDG	97	CLSROOM FLAT FLOOR CAP >25	CLS020	X	



Bldg and Room # ID	Building - Description	Capacity	Description	Room Type - ID	Used for Exams	Notes
T F200 THTR D	TUPPER BLDG	105	CLSROOM TIER/FIXED SEAT CAP >25	CLS010	X	
T F260 N146	LSRI-NORTH TOWER	100	ATRIUM/GALLERIA	ATRIUM		ATRIUM
T F280 C110	COLLABORATIVE HEALTH EDUC BLDG	100	ATRIUM/GALLERIA	ATRIUM		NORTH/SOUTH LOBBY
T F280 C140	COLLABORATIVE HEALTH EDUC BLDG	66	CLSROOM FLAT FLOOR CAP >25	CLS020	X	
T F280 C150	COLLABORATIVE HEALTH EDUC BLDG	66	CLSROOM FLAT FLOOR CAP >25	CLS020	X	
T F280 C170	COLLABORATIVE HEALTH EDUC BLDG	200	CLSROOM FLAT FLOOR CAP >25	CLS020	X	
T F280 C220	COLLABORATIVE HEALTH EDUC BLDG	15	CLSROOM CAP <25	SEM010	X	
T F280 C221	COLLABORATIVE HEALTH EDUC BLDG	15	CLSROOM CAP <25	SEM010	X	
T F280 C241	COLLABORATIVE HEALTH EDUC BLDG	6	CLSROOM CAP <25	SEM010	X	
T F280 C251	COLLABORATIVE HEALTH EDUC BLDG	6	CLSROOM CAP <25	SEM010	X	
T F280 C264	COLLABORATIVE HEALTH EDUC BLDG	60	CLSROOM FLAT FLOOR CAP >25	CLS020	X	
T F280 C266	COLLABORATIVE HEALTH EDUC BLDG	30	CLSROOM FLAT FLOOR CAP >25	CLS020	X	
T F280 C268	COLLABORATIVE HEALTH EDUC BLDG	30	CLSROOM FLAT FLOOR CAP >25	CLS020	X	
U M150 103	RUMINANT ANIMAL CENTRE	24	SPECIFIC PURPOSE TEACHING	SPT010	X	
U M420 110	HALEY INSTITUTE	43	CLSROOM TIER/FIXED SEAT CAP >25	CLS010	X	
U M420 111	HALEY INSTITUTE	31	SPECIFIC PURPOSE TEACHING	SPT010	X	
U M420 114	HALEY INSTITUTE	48	CLSROOM FLAT FLOOR CAP >25	CLS020	X	

Bldg and Room # ID	Building - Description	Capacity	Description	Room Type - ID	Used for Exams	Notes
U M420 116	HALEY INSTITUTE	60	CLSROOM FLAT FLOOR CAP >25	CLS020	X	
U M420 200	HALEY INSTITUTE	120	CLSROOM TIER/FIXED SEAT CAP >25	CLS010	X	
U M420 228	HALEY INSTITUTE	20	COMPUTER LAB	LAB010	X	
U N420 110	COLLINS BUILDING	30	CLSROOM FLAT FLOOR CAP >25	CLS020	X	
U N860 4	RURAL RESEARCH CENTRE	35	CLSROOM TIER/FIXED SEAT CAP >25	CLS010	X	
U N920 125	CUMMING HALL	415	CLSROOM TIER/FIXED SEAT CAP >25	CLS010		
U P100 25	BANTING BUILDING	52	CLSROOM FLAT FLOOR CAP >25	CLS020	X	
U P100 32	BANTING BUILDING	34	CLSROOM FLAT FLOOR CAP >25	CLS020	X	
U P100 33	BANTING BUILDING	24	COMPUTER LAB	LAB010	X	
U P100 7	BANTING BUILDING	15	CLSROOM CAP <25	SEM010	X	
U P150 016	AGRICULTURAL COX INSTITUTE	32	COMPUTER LAB	LAB010	X	
U P150 017	AGRICULTURAL COX INSTITUTE	20	COMPUTER LAB	LAB010	X	
U P150 022C	AGRICULTURAL COX INSTITUTE	14	CLSROOM TIER/FIXED SEAT CAP >25	CLS010		
U P150 024	AGRICULTURAL COX INSTITUTE	165	CLSROOM TIER/FIXED SEAT CAP >25	CLS010	X	
U P150 031	AGRICULTURAL COX INSTITUTE	153	CLSROOM TIER/FIXED SEAT CAP >25	CLS010	X	
U P150 041	AGRICULTURAL COX INSTITUTE	54	CLSROOM TIER/FIXED SEAT CAP >25	CLS010	X	
U P150 043	AGRICULTURAL COX INSTITUTE	32	CLSROOM FLAT FLOOR CAP >25	CLS020	X	
U P150 100F	AGRICULTURAL COX INSTITUTE	24	OTHER BOOKABLE SPACE	OTHER		Lobby
U P150 136	AGRICULTURAL COX INSTITUTE	40	CLSROOM TIER/FIXED SEAT CAP >25	CLS010	X	

Bldg and Room # ID	Building - Description	Capacity	Description	Room Type - ID	Used for Exams	Notes
U P150 138	AGRICULTURAL COX INSTITUTE	50	CLSROOM FLAT FLOOR CAP >25	CLS020	X	
U P150 200	AGRICULTURAL COX INSTITUTE	17	CLSROOM CAP <25	SEM010	X	
U P150 208	AGRICULTURAL COX INSTITUTE	31	CLSROOM FLAT FLOOR CAP >25	CLS020	X	
U P150 209	AGRICULTURAL COX INSTITUTE	42	CLSROOM FLAT FLOOR CAP >25	CLS020	X	
U P150 257	AGRICULTURAL COX INSTITUTE	110	CLSROOM TIER/FIXED SEAT CAP >25	CLS010	X	
U P150 261	AGRICULTURAL COX INSTITUTE	80	CLSROOM TIER/FIXED SEAT CAP >25	CLS010	X	
U P150 262	AGRICULTURAL COX INSTITUTE	32	CLSROOM FLAT FLOOR CAP >25	CLS020	X	
X J051 B225	B BUILDING	200	CLSROOM FLAT FLOOR CAP >25	CLS020		
X J051 B229	B BUILDING	64	CLSROOM TIER/FIXED SEAT CAP >25	CLS010	X	
X J051 B310	B BUILDING	125	CLSROOM TIER/FIXED SEAT CAP >25	CLS010	X	
X J052 B227	B BUILDING	64	CLSROOM TIER/FIXED SEAT CAP >25	CLS010	X	
X J052 B228	B BUILDING	60	CLSROOM FLAT FLOOR CAP >25	CLS020	X	
X J052 B308	B BUILDING	64	CLSROOM FLAT FLOOR CAP >25	CLS020	X	
X J052 B311	B BUILDING	92	CLSROOM FLAT FLOOR CAP >25	CLS020	X	
X J150 D413	A.L. MACDONALD	50	CLSROOM FLAT FLOOR CAP >25	CLS020	X	
X J150 D414	A.L. MACDONALD	42	CLSROOM FLAT FLOOR CAP >25	CLS020	X	
X J150 D415	A.L. MACDONALD	30	SPECIFIC PURPOSE TEACHING	SPT010	X	
X J150 D416	A.L. MACDONALD	96	CLSROOM TIER/FIXED SEAT CAP >25	CLS010	X	
X J150 D501	A.L. MACDONALD	62	CLSROOM TIER/FIXED SEAT CAP >25	CLS010	X	

Bldg and Room # ID	Building - Description	Capacity	Description	Room Type - ID	Used for Exams	Notes
X J280 G214	G.H. MURRAY	42	CLSROOM FLAT FLOOR CAP >25	CLS020	X	
X J280 G215	G.H. MURRAY	25	CLSROOM CAP <25	SEM010	X	
X J301 HA19	RALPH M MEDJUCK BLDG	120	CLSROOM TIER/FIXED SEAT CAP >25	CLS010	X	
X J902 120	IND ENG&CONT ED	56	CLSROOM FLAT FLOOR CAP >25	CLS020	X	
X J902 121	IND ENG&CONT ED	90	CLSROOM FLAT FLOOR CAP >25	CLS020	X	
X J902 220	IND ENG&CONT ED	50	CLSROOM TIER/FIXED SEAT CAP >25	CLS010	X	
X J902 222	IND ENG&CONT ED	40	CLSROOM TIER/FIXED SEAT CAP >25	CLS010	X	
S C201 EXT001	LSC-BIOL&EARTH	100	EXTERIOR SPACE	EXT010		LSC INTERIOR QUAD
S C204 EXT001	LSC-COMMON AREA	100	EXTERIOR SPACE	EXT010		QUAD SPACE BETWEEN LSC/HHAA
S C260 EXT001	SIR JAMES DUNN	80	EXTERIOR SPACE	EXT010		LAWN SPACE ADJACENT TO DUNN PARKING LOT.
S C300 EXT001	HENRY HICKS ACADEMIC	200	EXTERIOR SPACE	EXT010		LOWER QUAD - STUDLEY GYM/MARK HILL ACCESSIBILITY CENTRE.
S C300 EXT002	HENRY HICKS ACADEMIC	200	EXTERIOR SPACE	EXT010		MIDDLE QUAD-CHEMISTRY/FLAG POLE AREA
S C300 EXT003	HENRY HICKS ACADEMIC	200	EXTERIOR SPACE	EXT010		UPPER QUAD - NEAR HHAA/U CLUB/MACDONALD
S C580 EXT001	KILLAM LIBRARY	100	EXTERIOR SPACE	EXT010		KILLIAM PLAZA - FRONT ENTRANCE
S C580 EXT002	KILLAM LIBRARY	200	EXTERIOR SPACE	EXT010		PODIUM
S C580 EXT003	KILLAM LIBRARY	200	EXTERIOR SPACE	EXT010		CORNER UNIVERSITY/LEMARCHANT
S D320 EXT001	DE MILLE HOUSE	50	EXTERIOR SPACE	EXT010		SEYMOUR ST. BACKYARD
S D640 EXT001	1321 EDWARD STREET	50	EXTERIOR SPACE	EXT010		LAWN SPACE BEHIND BUILDING
S E100 EXT001	STUD.UNION BLDG	150	EXTERIOR SPACE	EXT010		AMPHITHEATRE

<b>Bldg and Room # ID</b>	<b>Building - Description</b>	<b>Capacity</b>	<b>Description</b>	<b>Room Type - ID</b>	<b>Used for Exams</b>	<b>Notes</b>
S E100 EXT002	STUD.UNION BLDG	200	EXTERIOR SPACE	EXT010		CORNER UNIVERSITY/LEMARCHA NT
T F140 EXT001	FORREST	200	EXTERIOR SPACE	EXT010		CARLTON QUAD NEAR FORREST
T F200 EXT001	TUPPER BLDG	400	EXTERIOR SPACE	EXT010		TUPPER PODIUM
X J200 EXT001	SEXTON HOUSE	150	EXTERIOR SPACE	EXT010		GAZEBO LAWN SPACE
X J301 EXT001	RALPH M MEDJUCK BLDG	100	EXTERIOR SPACE	EXT010		ARCHITECTURE FRONT LAWN
X J450 EXT001	MOREN HOUSE	81	EXTERIOR SPACE	EXT010		REAR AREA OF L BUILDING

## **Appendix “B”**

## Locally-Managed Rooms

Bldg and Room # ID	Building - Description	Capacity	Description	Room Type - ID	Used for Exams	Notes
S B100 206	DALPLEX	25	LM CLSROOM CAP <25	SEM010LM	X	
S B100 223	DALPLEX	25	LM CLSROOM CAP <25	SEM010LM	X	
S B100 FIELDHOUSE	DALPLEX	1100	LM OTHER BOOKABLE SPACE	OTHERLM	X	
S B200 212	H&HP	35	LM CLSROOM FLAT FLOOR CAP >25	CLS020LM	X	
S C201 B2012	LSC-BIOL&EARTH	20	LM COMPUTER LAB	LAB010LM	X	
S C201 B2020A	LSC-BIOL&EARTH	20	LM SPECIFIC PURPOSE TEACHING	SPT010LM	X	
S C201 B2020B	LSC-BIOL&EARTH	6	LM CLSROOM CAP <25	SEM010LM	X	
S C201 B2030	LSC-BIOL&EARTH	24	LM SPECIFIC PURPOSE TEACHING	SPT010LM	X	
S C201 B2055	LSC-BIOL&EARTH	48	LM SPECIFIC PURPOSE TEACHING	SPT010LM	X	
S C201 B2084	LSC-BIOL&EARTH	11	LM COMPUTER LAB	LAB010LM		
S C201 B2087	LSC-BIOL&EARTH	30	LM COMPUTER LAB	LAB010LM		
S C201 B2097	LSC-BIOL&EARTH	30	LM SPECIFIC PURPOSE TEACHING	SPT010LM	X	
S C201 B2098	LSC-BIOL&EARTH	30	LM SPECIFIC PURPOSE TEACHING	SPT010LM	X	
S C201 B2100	LSC-BIOL&EARTH	30	LM SPECIFIC PURPOSE TEACHING	SPT010LM		
S C201 B2102	LSC-BIOL&EARTH	44	LM SPECIFIC PURPOSE TEACHING	SPT010LM		
S C201 B2109	LSC-BIOL&EARTH	12	LM SPECIFIC PURPOSE TEACHING	SPT010LM	X	
S C201 B2112	LSC-BIOL&EARTH	24	LM SPECIFIC PURPOSE TEACHING	SPT010LM		
S C201 B4009	LSC-BIOL&EARTH	24	LM SPECIFIC PURPOSE TEACHING	SPT010LM		
S C201 B4012	LSC-BIOL&EARTH	30	LM SPECIFIC PURPOSE TEACHING	SPT010LM	X	
S C201 B4016	LSC-BIOL&EARTH	28	LM SPECIFIC PURPOSE TEACHING	SPT010LM		
S C201 B5009	LSC-BIOL&EARTH	24	LM SPECIFIC PURPOSE TEACHING	SPT010LM		
S C201 B5012	LSC-BIOL&EARTH	24	LM SPECIFIC PURPOSE TEACHING	SPT010LM		

Bldg and Room # ID	Building - Description	Capacity	Description	Room Type - ID	Used for Exams	Notes
S C201 B6009	LSC-BIOL&EARTH	24	LM SPECIFIC PURPOSE TEACHING	SPT010LM	X	
S C201 B6012	LSC-BIOL&EARTH	24	LM COMPUTER LAB	LAB010LM	X	
S C201 B7009	LSC-BIOL&EARTH	24	LM SPECIFIC PURPOSE TEACHING	SPT010LM	X	
S C201 B7012	LSC-BIOL&EARTH	24	LM SPECIFIC PURPOSE TEACHING	SPT010LM		
S C201 B8007	LSC-BIOL&EARTH	34	LM CLSROOM FLAT FLOOR CAP >25	CLS020LM	X	
S C201 B812	LSC-BIOL&EARTH	30	LM CLSROOM CAP <25	SEM010LM	X	
S C202 O2605A	LSC-OCEANOGRAPH	6	LM COMPUTER LAB	LAB010LM	X	
S C202 O3652	LSC-OCEANOGRAPH	35	LM CLSROOM FLAT FLOOR CAP >25	CLS020LM	X	
S C203 P4207	LSC-PSYCHOLOGY	22	LM COMPUTER LAB	LAB010LM		
S C203 P4212	LSC-PSYCHOLOGY	12	LM CLSROOM CAP <25	SEM010LM		
S C203 P4245	LSC-PSYCHOLOGY	12	LM SPECIFIC PURPOSE TEACHING	SPT010LM	X	
S C203 P4269	LSC-PSYCHOLOGY	12	LM CLSROOM CAP <25	SEM010LM	X	
S C203 P4310	LSC-PSYCHOLOGY	12	LM CLSROOM CAP <25	SEM010LM		
S C203 P5207	LSC-PSYCHOLOGY	34	LM CLSROOM FLAT FLOOR CAP >25	CLS020LM	X	
S C203 P5257	LSC-PSYCHOLOGY	20	LM SPECIFIC PURPOSE TEACHING	SPT010LM	X	
S C204 C200	LSC-COMMON AREA	21	LM COMPUTER LAB	LAB010LM	X	
S C204 C222	LSC-COMMON AREA	25	LM SPECIFIC PURPOSE TEACHING	SPT010LM		
S C260 107	SIR JAMES DUNN	21	LM SPECIFIC PURPOSE TEACHING	SPT010LM	X	
S C260 114	SIR JAMES DUNN	51	LM SPECIFIC PURPOSE TEACHING	SPT010LM	X	
S C260 201	SIR JAMES DUNN	30	LM SPECIFIC PURPOSE TEACHING	SPT010LM	X	
S C260 208	SIR JAMES DUNN	23	LM COMPUTER LAB	LAB010LM		
S C260 221E	SIR JAMES DUNN	40	LM SPECIFIC PURPOSE TEACHING	SPT010LM	X	
S C260 245A	SIR JAMES DUNN	24	LM CLSROOM CAP <25	SEM010LM	X	
S C260 301B	SIR JAMES DUNN	70	LM COMPUTER LAB	LAB010LM	X	



Bldg and Room # ID	Building - Description	Capacity	Description	Room Type - ID	Used for Exams	Notes
S C280 107	CHASE BLDG	5	LM CLSROOM CAP <25	SEM010LM	X	
S C280 227	CHASE BLDG	17	LM CLSROOM CAP <25	SEM010LM	X	
S C280 319	CHASE BLDG	36	LM CLSROOM FLAT FLOOR CAP >25	CLS020LM	X	
S C381 540	CHEMISTRY	28	LM CLSROOM FLAT FLOOR CAP >25	CLS020LM	X	
S C382 100	CHEMISTRY PODIUM	60	LM SPECIFIC PURPOSE TEACHING	SPT010LM		
S C382 108	CHEMISTRY PODIUM	60	LM SPECIFIC PURPOSE TEACHING	SPT010LM		
S C382 111	CHEMISTRY PODIUM	30	LM SPECIFIC PURPOSE TEACHING	SPT010LM		
S C382 115	CHEMISTRY PODIUM	30	LM SPECIFIC PURPOSE TEACHING	SPT010LM		
S C382 118	CHEMISTRY PODIUM	35	LM SPECIFIC PURPOSE TEACHING	SPT010LM		
S C382 121	CHEMISTRY PODIUM	30	LM SPECIFIC PURPOSE TEACHING	SPT010LM		
S C382 125	CHEMISTRY PODIUM	30	LM SPECIFIC PURPOSE TEACHING	SPT010LM		
S C580 2616	KILLAM LIBRARY	54	LM CLSROOM TIER/FIXED SEAT CAP >25	CLS010LM		
S D110 1110	MONA CAMPBELL BUILDING	30	LM CLSROOM CAP <25	SEM010LM		
S D110 1111	MONA CAMPBELL BUILDING	32	LM CLSROOM FLAT FLOOR CAP >25	CLS020LM		
S D110 2010	MONA CAMPBELL BUILDING	8	LM CLSROOM CAP <25	SEM010LM		
S D110 2019	MONA CAMPBELL BUILDING	8	LM CLSROOM CAP <25	SEM010LM		
S D110 2108	MONA CAMPBELL BUILDING	12	LM SPECIFIC PURPOSE TEACHING	SPT010LM		
S D110 2109	MONA CAMPBELL BUILDING	16	LM SPECIFIC PURPOSE TEACHING	SPT010LM		
S D110 2110	MONA CAMPBELL BUILDING	20	LM CLSROOM CAP <25	SEM010LM		

Bldg and Room # ID	Building - Description	Capacity	Description	Room Type - ID	Used for Exams	Notes
S D110 2111	MONA CAMPBELL BUILDING	40	LM CLSROOM FLAT FLOOR CAP >25	CLS020LM		
S D110 2226	MONA CAMPBELL BUILDING	8	LM OTHER BOOKABLE SPACE	OTHERLM		
S D110 3109	MONA CAMPBELL BUILDING	40	LM CLSROOM FLAT FLOOR CAP >25	CLS020LM	X	
S D110 3110	MONA CAMPBELL BUILDING	20	LM CLSROOM CAP <25	SEM010LM	X	
S D110 3111	MONA CAMPBELL BUILDING	34	LM CLSROOM FLAT FLOOR CAP >25	CLS020LM	X	
S D110 4006	MONA CAMPBELL BUILDING	8	LM CLSROOM CAP <25	SEM010LM	X	
S D110 4023	MONA CAMPBELL BUILDING	8	LM CLSROOM CAP <25	SEM010LM	X	
S D400 104	ARTS CENTRE	10	LM SPECIFIC PURPOSE TEACHING	SPT010LM	X	
S D400 106	ARTS CENTRE	8	LM SPECIFIC PURPOSE TEACHING	SPT010LM		
S D400 107	ARTS CENTRE	4	LM SPECIFIC PURPOSE TEACHING	SPT010LM		
S D400 111	ARTS CENTRE	35	LM SPECIFIC PURPOSE TEACHING	SPT010LM	X	
S D400 113	ARTS CENTRE	3	LM SPECIFIC PURPOSE TEACHING	SPT010LM		
S D400 114	ARTS CENTRE	4	LM SPECIFIC PURPOSE TEACHING	SPT010LM		
S D400 121	ARTS CENTRE	96	LM SPECIFIC PURPOSE TEACHING	SPT010LM	X	
S D400 163	ARTS CENTRE	90	LM SPECIFIC PURPOSE TEACHING	SPT010LM	X	
S D400 201A	ARTS CENTRE	2	LM SPECIFIC PURPOSE TEACHING	SPT010LM		
S D400 201B	ARTS CENTRE	2	LM SPECIFIC PURPOSE TEACHING	SPT010LM		
S D400 201C	ARTS CENTRE	2	LM SPECIFIC PURPOSE TEACHING	SPT010LM		
S D400 201D	ARTS CENTRE	2	LM SPECIFIC PURPOSE TEACHING	SPT010LM		
S D400 201E	ARTS CENTRE	4	LM SPECIFIC PURPOSE TEACHING	SPT010LM		

Bldg and Room # ID	Building - Description	Capacity	Description	Room Type - ID	Used for Exams	Notes
S D400 201F	ARTS CENTRE	2	LM SPECIFIC PURPOSE TEACHING	SPT010LM		
S D400 201G	ARTS CENTRE	2	LM SPECIFIC PURPOSE TEACHING	SPT010LM		
S D400 201H	ARTS CENTRE	2	LM SPECIFIC PURPOSE TEACHING	SPT010LM		
S D400 201I	ARTS CENTRE	2	LM SPECIFIC PURPOSE TEACHING	SPT010LM		
S D400 201J	ARTS CENTRE	2	LM SPECIFIC PURPOSE TEACHING	SPT010LM		
S D400 201K	ARTS CENTRE	2	LM SPECIFIC PURPOSE TEACHING	SPT010LM		
S D400 201L	ARTS CENTRE	2	LM SPECIFIC PURPOSE TEACHING	SPT010LM		
S D400 201M	ARTS CENTRE	4	LM SPECIFIC PURPOSE TEACHING	SPT010LM		
S D400 201N	ARTS CENTRE	12	LM SPECIFIC PURPOSE TEACHING	SPT010LM		
S D400 201O	ARTS CENTRE	2	LM SPECIFIC PURPOSE TEACHING	SPT010LM		
S D400 201P	ARTS CENTRE	2	LM SPECIFIC PURPOSE TEACHING	SPT010LM		
S D400 201Q	ARTS CENTRE	2	LM SPECIFIC PURPOSE TEACHING	SPT010LM		
S D400 201R	ARTS CENTRE	2	LM SPECIFIC PURPOSE TEACHING	SPT010LM		
S D400 215	ARTS CENTRE	10	LM COMPUTER LAB	LAB010LM		
S D400 326	ARTS CENTRE	12	LM SPECIFIC PURPOSE TEACHING	SPT010LM		
S D400 327	ARTS CENTRE	70	LM SPECIFIC PURPOSE TEACHING	SPT010LM	X	
S D400 329	ARTS CENTRE	198	LM SPECIFIC PURPOSE TEACHING	SPT010LM	X	
S D400 406	ARTS CENTRE	90	LM SPECIFIC PURPOSE TEACHING	SPT010LM	X	
S D400 408	ARTS CENTRE	12	LM CLSROOM CAP <25	SEM010LM		
S D400 409	ARTS CENTRE	40	LM CLSROOM FLAT FLOOR CAP >25	CLS020LM	X	
S D400 416	ARTS CENTRE	15	LM SPECIFIC PURPOSE TEACHING	SPT010LM		
S D400 513C	ARTS CENTRE	4	LM SPECIFIC PURPOSE TEACHING	SPT010LM		
S D400 533A	ARTS CENTRE	12	LM CLSROOM CAP <25	SEM010LM		

Bldg and Room # ID	Building - Description	Capacity	Description	Room Type - ID	Used for Exams	Notes
S D400 534	ARTS CENTRE	14	LM SPECIFIC PURPOSE TEACHING	SPT010LM	X	
S D400 STU1	ARTS CENTRE	90	LM SPECIFIC PURPOSE TEACHING	SPT010LM	X	
S D420 1184	MCCAIN ARTS&SS	26	LM CLSROOM FLAT FLOOR CAP >25	CLS020LM	X	
S D620 104	WELDON LAW	87	LM CLSROOM TIER/FIXED SEAT CAP >25	CLS010LM	X	
S D620 105	WELDON LAW	175	LM CLSROOM TIER/FIXED SEAT CAP >25	CLS010LM	X	
S D620 W204	WELDON LAW	55	LM CLSROOM TIER/FIXED SEAT CAP >25	CLS010LM	X	
S D620 W207	WELDON LAW	60	LM CLSROOM TIER/FIXED SEAT CAP >25	CLS010LM		
S D620 W304	WELDON LAW	56	LM CLSROOM FLAT FLOOR CAP >25	CLS020LM		
S D620 W305	WELDON LAW	70	LM CLSROOM TIER/FIXED SEAT CAP >25	CLS010LM		
S D620 W308	WELDON LAW	22	LM CLSROOM CAP <25	SEM010LM		
S D620 W309	WELDON LAW	20	LM CLSROOM CAP <25	SEM010LM		
S D620 W411	WELDON LAW	22	LM CLSROOM CAP <25	SEM010LM		
S E100 200	STUD.UNION BLDG	250	LM OTHER BOOKABLE SPACE	OTHERLM	X	
S E260 3001	KENNETH C ROWE MANAG	30	LM CLSROOM FLAT FLOOR CAP >25	CLS020LM	X	
S E260 3081	KENNETH C ROWE MANAG	6	LM CLSROOM CAP <25	SEM010LM		
S E260 3082	KENNETH C ROWE MANAG	6	LM CLSROOM CAP <25	SEM010LM	X	
S E260 3085	KENNETH C ROWE MANAG	6	LM CLSROOM CAP <25	SEM010LM		
S E260 3087	KENNETH C ROWE MANAG	12	LM SPECIFIC PURPOSE TEACHING	SPT010LM		
S E260 3089	KENNETH C ROWE MANAG	50	LM SPECIFIC PURPOSE TEACHING	SPT010LM		
S E260 4001	KENNETH C ROWE MANAG	24	LM COMPUTER LAB	LAB010LM	X	
S E260 4055	KENNETH C ROWE MANAG	40	LM COMPUTER LAB	LAB010LM	X	

Bldg and Room # ID	Building - Description	Capacity	Description	Room Type - ID	Used for Exams	Notes
S E260 5001	KENNETH C ROWE MANAG	30	LM CLSROOM FLAT FLOOR CAP >25	CLS020LM	X	
S E260 5053	KENNETH C ROWE MANAG	50	LM CLSROOM FLAT FLOOR CAP >25	CLS020LM	X	
S E600 013	COMPUTER SCIENCE	100	LM ATRIUM/GALLERIA	ATRIUMLM		
S E600 133	COMPUTER SCIENCE	20	LM COMPUTER LAB	LAB010LM	X	
S E600 134	COMPUTER SCIENCE	40	LM COMPUTER LAB	LAB010LM		
S E600 142	COMPUTER SCIENCE	20	LM COMPUTER LAB	LAB010LM		
S E600 143	COMPUTER SCIENCE	35	LM COMPUTER LAB	LAB010LM	X	
S E600 211	COMPUTER SCIENCE	10	LM CLSROOM CAP <25	SEM010LM		
S E600 228	COMPUTER SCIENCE	20	LM SPECIFIC PURPOSE TEACHING	SPT010LM	X	
S E600 311	COMPUTER SCIENCE	20	LM CLSROOM CAP <25	SEM010LM		
S E600 330	COMPUTER SCIENCE	20	LM COMPUTER LAB	LAB010LM		
S E600 429	COMPUTER SCIENCE	20	LM CLSROOM CAP <25	SEM010LM		
S E600 430	COMPUTER SCIENCE	30	LM CLSROOM FLAT FLOOR CAP >25	CLS020LM		
S E600 445	COMPUTER SCIENCE	0	LM CLSROOM CAP <25	SEM010LM		
T F100 03H06	DENTISTRY	0	LM OTHER BOOKABLE SPACE	OTHERLM		
T F100 1216	DENTISTRY	42	LM SPECIFIC PURPOSE TEACHING	SPT010LM		
T F100 1225	DENTISTRY	13	LM CLSROOM CAP <25	SEM010LM		
T F100 2001	DENTISTRY	0	LM OTHER BOOKABLE SPACE	OTHERLM		
T F100 2006	DENTISTRY	16	LM COMPUTER LAB	LAB010LM		
T F100 2531	DENTISTRY	12	LM CLSROOM CAP <25	SEM010LM	X	
T F100 3218	DENTISTRY	50	LM SPECIFIC PURPOSE TEACHING	SPT010LM		
T F100 3220	DENTISTRY	52	LM SPECIFIC PURPOSE TEACHING	SPT010LM	X	
T F100 3226	DENTISTRY	3	LM SPECIFIC PURPOSE TEACHING	SPT010LM		

Bldg and Room # ID	Building - Description	Capacity	Description	Room Type - ID	Used for Exams	Notes
T F100 3227	DENTISTRY	3	LM SPECIFIC PURPOSE TEACHING	SPT010LM		
T F100 3228	DENTISTRY	3	LM SPECIFIC PURPOSE TEACHING	SPT010LM		
T F100 4258	DENTISTRY	8	LM SPECIFIC PURPOSE TEACHING	SPT010LM		
T F100 5110	DENTISTRY	15	LM OTHER BOOKABLE SPACE	OTHERLM		
T F100 5150	DENTISTRY	19	LM CLSROOM CAP <25	SEM010LM		
T F100 5158	DENTISTRY	17	LM CLSROOM CAP <25	SEM010LM		
T F100 5199	DENTISTRY	15	LM CLSROOM CAP <25	SEM010LM		
T F100 5236	DENTISTRY	14	LM CLSROOM CAP <25	SEM010LM	X	
T F100 5242	DENTISTRY	0	LM OTHER BOOKABLE SPACE	OTHERLM		
T F120 109	BURBIDGE	95	LM CLSROOM FLAT FLOOR CAP >25	CLS020LM	X	
T F120 216	BURBIDGE	30	LM SPECIFIC PURPOSE TEACHING	SPT010LM	X	
T F120 318	BURBIDGE	95	LM CLSROOM TIER/FIXED SEAT CAP >25	CLS010LM	X	
T F120 SEM-11	BURBIDGE	11	LM CLSROOM CAP <25	SEM010LM	X	
T F120 SEM-16	BURBIDGE	12	LM CLSROOM CAP <25	SEM010LM	X	
T F120 SEM1	BURBIDGE	12	LM CLSROOM CAP <25	SEM010LM	X	
T F120 SEM10	BURBIDGE	12	LM CLSROOM CAP <25	SEM010LM	X	
T F120 SEM12	BURBIDGE	12	LM CLSROOM CAP <25	SEM010LM	X	
T F120 SEM13	BURBIDGE	12	LM CLSROOM CAP <25	SEM010LM	X	
T F120 SEM14	BURBIDGE	12	LM CLSROOM CAP <25	SEM010LM	X	
T F120 SEM15	BURBIDGE	12	LM CLSROOM CAP <25	SEM010LM	X	
T F120 SEM2	BURBIDGE	12	LM CLSROOM CAP <25	SEM010LM	X	
T F120 SEM3	BURBIDGE	12	LM CLSROOM CAP <25	SEM010LM	X	

Bldg and Room # ID	Building - Description	Capacity	Description	Room Type - ID	Used for Exams	Notes
T F120 SEM4	BURBIDGE	12	LM CLSROOM CAP <25	SEM010LM	X	
T F120 SEM5	BURBIDGE	12	LM CLSROOM CAP <25	SEM010LM	X	
T F120 SEM6	BURBIDGE	12	LM CLSROOM CAP <25	SEM010LM	X	
T F120 SEM7	BURBIDGE	12	LM CLSROOM CAP <25	SEM010LM	X	
T F120 SEM8	BURBIDGE	12	LM CLSROOM CAP <25	SEM010LM	X	
T F120 SEM9	BURBIDGE	12	LM CLSROOM CAP <25	SEM010LM	X	
T F140 112	FORREST	20	LM CLSROOM CAP <25	SEM010LM	X	
T F140 147	FORREST	50	LM SPECIFIC PURPOSE TEACHING	SPT010LM	X	
T F140 201	FORREST	13	LM CLSROOM CAP <25	SEM010LM	X	
T F140 201A	FORREST	12	LM SPECIFIC PURPOSE TEACHING	SPT010LM	X	
T F140 213	FORREST	70	LM SPECIFIC PURPOSE TEACHING	SPT010LM	X	
T F140 218	FORREST	11	LM CLSROOM CAP <25	SEM010LM	X	
T F140 219	FORREST	70	LM SPECIFIC PURPOSE TEACHING	SPT010LM	X	
T F140 309	FORREST	80	LM SPECIFIC PURPOSE TEACHING	SPT010LM	X	
T F140 415	FORREST	60	LM SPECIFIC PURPOSE TEACHING	SPT010LM	X	
T F140 425	FORREST	8	LM CLSROOM CAP <25	SEM010LM	X	
T F140 426	FORREST	12	LM CLSROOM CAP <25	SEM010LM	X	
T F140 G07	FORREST	13	LM CLSROOM CAP <25	SEM010LM	X	
T F140 G09	FORREST	11	LM CLSROOM CAP <25	SEM010LM	X	
T F140 G38	FORREST	10	LM CLSROOM CAP <25	SEM010LM	X	
T F140 G54	FORREST	12	LM CLSROOM CAP <25	SEM010LM	X	
T F140 G55	FORREST	18	LM CLSROOM CAP <25	SEM010LM		
T F200 11B01	TUPPER BLDG	12	LM SPECIFIC PURPOSE TEACHING	SPT010LM	X	

Bldg and Room # ID	Building - Description	Capacity	Description	Room Type - ID	Used for Exams	Notes
T F200 12K01	TUPPER BLDG	97	LM SPECIFIC PURPOSE TEACHING	SPT010LM	X	
T F200 13A01	TUPPER BLDG	12	LM SPECIFIC PURPOSE TEACHING	SPT010LM	X	
T F200 14F01	TUPPER BLDG	40	LM SPECIFIC PURPOSE TEACHING	SPT010LM	X	
T F200 14G01	TUPPER BLDG	115	LM SPECIFIC PURPOSE TEACHING	SPT010LM	X	
T F200 2B08	TUPPER BLDG	15	LM SPECIFIC PURPOSE TEACHING	SPT010LM		
T F200 3A01	TUPPER BLDG	15	LM CLSROOM CAP <25	SEM010LM	X	
T F200 3L01	TUPPER BLDG	45	LM SPECIFIC PURPOSE TEACHING	SPT010LM	X	
T F200 4N01	TUPPER BLDG	8	LM SPECIFIC PURPOSE TEACHING	SPT010LM	X	
T F200 6B01	TUPPER BLDG	8	LM SPECIFIC PURPOSE TEACHING	SPT010LM	X	
T F200 6L01	TUPPER BLDG	40	LM SPECIFIC PURPOSE TEACHING	SPT010LM	X	
T F200 6M01	TUPPER BLDG	10	LM CLSROOM CAP <25	SEM010LM	X	
T F200 7C03	TUPPER BLDG	10	LM SPECIFIC PURPOSE TEACHING	SPT010LM	X	
T F200 8J01	TUPPER BLDG	60	LM SPECIFIC PURPOSE TEACHING	SPT010LM	X	
T F200 9A01	TUPPER BLDG	10	LM SPECIFIC PURPOSE TEACHING	SPT010LM	X	
T F200 9A02	TUPPER BLDG	10	LM SPECIFIC PURPOSE TEACHING	SPT010LM	X	
T F200 BA3	TUPPER BLDG	12	LM SPECIFIC PURPOSE TEACHING	SPT010LM		
T F200 G36	TUPPER BLDG	15	LM CLSROOM CAP <25	SEM010LM		
T F200 L11	TUPPER BLDG	10	LM CLSROOM CAP <25	SEM010LM	X	
T F200 L12	TUPPER BLDG	10	LM CLSROOM CAP <25	SEM010LM		
T F200 L13	TUPPER BLDG	10	LM CLSROOM CAP <25	SEM010LM		
T F200 L14	TUPPER BLDG	10	LM CLSROOM CAP <25	SEM010LM		
T F200 L15	TUPPER BLDG	10	LM CLSROOM CAP <25	SEM010LM	X	
T F200 L16	TUPPER BLDG	10	LM CLSROOM CAP <25	SEM010LM	X	



Bldg and Room # ID	Building - Description	Capacity	Description	Room Type - ID	Used for Exams	Notes
T F200 L17	TUPPER BLDG	10	LM CLSROOM CAP <25	SEM010LM	X	
T F200 L18	TUPPER BLDG	10	LM CLSROOM CAP <25	SEM010LM	X	
T F200 L21	TUPPER BLDG	10	LM CLSROOM CAP <25	SEM010LM	X	
T F200 L24	TUPPER BLDG	10	LM CLSROOM CAP <25	SEM010LM	X	
T F200 L25	TUPPER BLDG	10	LM SPECIFIC PURPOSE TEACHING	SPT010LM		
T F200 L3	TUPPER BLDG	24	LM SPECIFIC PURPOSE TEACHING	SPT010LM	X	
T F200 L7	TUPPER BLDG	28	LM CLSROOM FLAT FLOOR CAP >25	CLS020LM	X	
T F200 THTR A	TUPPER BLDG	120	LM CLSROOM TIER/FIXED SEAT CAP >25	CLS010LM		
T F220 C-223	CLIN RES CTR	0	LM CLSROOM CAP <25	SEM010LM	X	
T F220 C122	CLIN RES CTR	6	LM CLSROOM CAP <25	SEM010LM	X	
T F220 C206	CLIN RES CTR	17	LM CLSROOM CAP <25	SEM010LM	X	
T F220 C216	CLIN RES CTR	6	LM CLSROOM CAP <25	SEM010LM	X	
T F260 N221	LSRI-NORTH TOWER	10	LM CLSROOM CAP <25	SEM010LM	X	
T F260 N303	LSRI-NORTH TOWER	24	LM CLSROOM CAP <25	SEM010LM	X	
T F260 N406	LSRI-NORTH TOWER	12	LM CLSROOM CAP <25	SEM010LM	X	
T F280 C261	COLLABORATIVE HEALTH EDUC BLDG	6	LM CLSROOM CAP <25	SEM010LM		
T F280 C263	COLLABORATIVE HEALTH EDUC BLDG	6	LM CLSROOM CAP <25	SEM010LM		
T F280 C311	COLLABORATIVE HEALTH EDUC BLDG	30	LM CLSROOM FLAT FLOOR CAP >25	CLS020LM		
T F280 C313	COLLABORATIVE HEALTH EDUC BLDG	20	LM CLSROOM CAP <25	SEM010LM		
T F280 C314	COLLABORATIVE HEALTH EDUC BLDG	12	LM CLSROOM CAP <25	SEM010LM		

<b>Bldg and Room # ID</b>	<b>Building - Description</b>	<b>Capacity</b>	<b>Description</b>	<b>Room Type - ID</b>	<b>Used for Exams</b>	<b>Notes</b>
T F280 C315	COLLABORATIVE HEALTH EDUC BLDG	12	LM CLSROOM CAP <25	SEM010LM		
T F280 C331	COLLABORATIVE HEALTH EDUC BLDG	4	LM SPECIFIC PURPOSE TEACHING	SPT010LM		
T F280 C332	COLLABORATIVE HEALTH EDUC BLDG	4	LM SPECIFIC PURPOSE TEACHING	SPT010LM		
T F280 C333	COLLABORATIVE HEALTH EDUC BLDG	4	LM SPECIFIC PURPOSE TEACHING	SPT010LM		
T F280 C335	COLLABORATIVE HEALTH EDUC BLDG	4	LM SPECIFIC PURPOSE TEACHING	SPT010LM		
T F280 C336	COLLABORATIVE HEALTH EDUC BLDG	4	LM SPECIFIC PURPOSE TEACHING	SPT010LM		
T F280 C341	COLLABORATIVE HEALTH EDUC BLDG	4	LM SPECIFIC PURPOSE TEACHING	SPT010LM		
T F280 C342	COLLABORATIVE HEALTH EDUC BLDG	4	LM SPECIFIC PURPOSE TEACHING	SPT010LM		
T F280 C343	COLLABORATIVE HEALTH EDUC BLDG	4	LM SPECIFIC PURPOSE TEACHING	SPT010LM		
T F280 C345	COLLABORATIVE HEALTH EDUC BLDG	4	LM SPECIFIC PURPOSE TEACHING	SPT010LM		
T F280 C346	COLLABORATIVE HEALTH EDUC BLDG	4	LM SPECIFIC PURPOSE TEACHING	SPT010LM		
T F280 C351	COLLABORATIVE HEALTH EDUC BLDG	6	LM SPECIFIC PURPOSE TEACHING	SPT010LM		
T F280 C352	COLLABORATIVE HEALTH EDUC BLDG	6	LM SPECIFIC PURPOSE TEACHING	SPT010LM		
T F280 C353	COLLABORATIVE HEALTH EDUC BLDG	6	LM SPECIFIC PURPOSE TEACHING	SPT010LM		
T F280 C355	COLLABORATIVE HEALTH EDUC BLDG	6	LM SPECIFIC PURPOSE TEACHING	SPT010LM		
T F280 C356	COLLABORATIVE HEALTH EDUC BLDG	6	LM SPECIFIC PURPOSE TEACHING	SPT010LM		

Bldg and Room # ID	Building - Description	Capacity	Description	Room Type - ID	Used for Exams	Notes
T F280 C361	COLLABORATIVE HEALTH EDUC BLDG	6	LM SPECIFIC PURPOSE TEACHING	SPT010LM		
T F280 C362	COLLABORATIVE HEALTH EDUC BLDG	6	LM SPECIFIC PURPOSE TEACHING	SPT010LM		
T F280 C363	COLLABORATIVE HEALTH EDUC BLDG	6	LM SPECIFIC PURPOSE TEACHING	SPT010LM		
T F280 C365	COLLABORATIVE HEALTH EDUC BLDG	6	LM SPECIFIC PURPOSE TEACHING	SPT010LM		
T F280 C366	COLLABORATIVE HEALTH EDUC BLDG	6	LM SPECIFIC PURPOSE TEACHING	SPT010LM		
T F280 C371	COLLABORATIVE HEALTH EDUC BLDG	18	LM SPECIFIC PURPOSE TEACHING	SPT010LM		
T F280 C371A	COLLABORATIVE HEALTH EDUC BLDG	3	LM SPECIFIC PURPOSE TEACHING	SPT010LM		
T F280 C371B	COLLABORATIVE HEALTH EDUC BLDG	3	LM SPECIFIC PURPOSE TEACHING	SPT010LM		
T F280 C373	COLLABORATIVE HEALTH EDUC BLDG	18	LM SPECIFIC PURPOSE TEACHING	SPT010LM		
T F280 C373A	COLLABORATIVE HEALTH EDUC BLDG	3	LM SPECIFIC PURPOSE TEACHING	SPT010LM		
T F280 C373B	COLLABORATIVE HEALTH EDUC BLDG	3	LM SPECIFIC PURPOSE TEACHING	SPT010LM		
T F280 C376	COLLABORATIVE HEALTH EDUC BLDG	24	LM SPECIFIC PURPOSE TEACHING	SPT010LM		
T F280 C381	COLLABORATIVE HEALTH EDUC BLDG	20	LM SPECIFIC PURPOSE TEACHING	SPT010LM		
T F280 X-TERR	COLLABORATIVE HEALTH EDUC BLDG	60	LM EXTERIOR SPACE	EXT010LM		
U M420 106	HALEY INSTITUTE	24	LM SPECIFIC PURPOSE TEACHING	SPT010LM	X	
U M420 112	HALEY INSTITUTE	32	LM SPECIFIC PURPOSE TEACHING	SPT010LM		
U M420 161	HALEY INSTITUTE	20	LM SPECIFIC PURPOSE TEACHING	SPT010LM	X	

Bldg and Room # ID	Building - Description	Capacity	Description	Room Type - ID	Used for Exams	Notes
U M420 215	HALEY INSTITUTE	6	LM SPECIFIC PURPOSE TEACHING	SPT010LM	X	
U M420 225	HALEY INSTITUTE	24	LM SPECIFIC PURPOSE TEACHING	SPT010LM	X	
U M420 230	HALEY INSTITUTE	20	LM SPECIFIC PURPOSE TEACHING	SPT010LM	X	
U M420 233	HALEY INSTITUTE	12	LM SPECIFIC PURPOSE TEACHING	SPT010LM	X	
U M420 254	HALEY INSTITUTE	43	LM CLSROOM FLAT FLOOR CAP >25	CLS020LM		
U M480 12	BOULDEN BUILDING	12	LM SPECIFIC PURPOSE TEACHING	SPT010LM	X	
U M480 15	BOULDEN BUILDING	12	LM SPECIFIC PURPOSE TEACHING	SPT010LM		
U M480 16	BOULDEN BUILDING	12	LM SPECIFIC PURPOSE TEACHING	SPT010LM		
U N420 105	COLLINS BUILDING	28	LM COMPUTER LAB	LAB010LM	X	
U N900 205	LANGILLE ATHLETIC CENTRE	20	LM SPECIFIC PURPOSE TEACHING	SPT010LM		
U N900 GYMNASIUM	LANGILLE ATHLETIC CENTRE	400	LM OTHER BOOKABLE SPACE	OTHERLM	X	
U N920 104	CUMMING HALL	6	LM CLSROOM CAP <25	SEM010LM		
U N920 203	CUMMING HALL	12	LM CLSROOM CAP <25	SEM010LM		
U P100 2	BANTING BUILDING	15	LM SPECIFIC PURPOSE TEACHING	SPT010LM	X	
U P100 5	BANTING BUILDING	4	LM SPECIFIC PURPOSE TEACHING	SPT010LM		
U P100 50	BANTING BUILDING	4	LM COMPUTER LAB	LAB010LM	X	
U P100 6	BANTING BUILDING	15	LM SPECIFIC PURPOSE TEACHING	SPT010LM	X	
U P100 6A	BANTING BUILDING	15	LM SPECIFIC PURPOSE TEACHING	SPT010LM		
U P100 9	BANTING BUILDING	15	LM SPECIFIC PURPOSE TEACHING	SPT010LM	X	
U P150 011	AGRICULTURAL COX INSTITUTE	14	LM SPECIFIC PURPOSE TEACHING	SPT010LM	X	
U P150 012	AGRICULTURAL COX INSTITUTE	24	LM SPECIFIC PURPOSE TEACHING	SPT010LM		
U P150 022	AGRICULTURAL COX INSTITUTE	16	LM SPECIFIC PURPOSE TEACHING	SPT010LM		
U P150 023	AGRICULTURAL COX INSTITUTE	20	LM COMPUTER LAB	LAB010LM		

Bldg and Room # ID	Building - Description	Capacity	Description	Room Type - ID	Used for Exams	Notes
U P150 030	AGRICULTURAL COX INSTITUTE	22	LM SPECIFIC PURPOSE TEACHING	SPT010LM	X	
U P150 109	AGRICULTURAL COX INSTITUTE	40	LM SPECIFIC PURPOSE TEACHING	SPT010LM	X	
U P150 130	AGRICULTURAL COX INSTITUTE	18	LM SPECIFIC PURPOSE TEACHING	SPT010LM	X	
U P150 135	AGRICULTURAL COX INSTITUTE	24	LM SPECIFIC PURPOSE TEACHING	SPT010LM	X	
U P150 140	AGRICULTURAL COX INSTITUTE	27	LM SPECIFIC PURPOSE TEACHING	SPT010LM	X	
U P150 164	AGRICULTURAL COX INSTITUTE	48	LM CLSROOM FLAT FLOOR CAP >25	CLS020LM	X	
U P150 222	AGRICULTURAL COX INSTITUTE	16	LM SPECIFIC PURPOSE TEACHING	SPT010LM	X	
U P150 228	AGRICULTURAL COX INSTITUTE	16	LM SPECIFIC PURPOSE TEACHING	SPT010LM	X	
U P150 240	AGRICULTURAL COX INSTITUTE	24	LM SPECIFIC PURPOSE TEACHING	SPT010LM	X	
U P150 245	AGRICULTURAL COX INSTITUTE	24	LM SPECIFIC PURPOSE TEACHING	SPT010LM	X	
U P150 246	AGRICULTURAL COX INSTITUTE	24	LM SPECIFIC PURPOSE TEACHING	SPT010LM	X	
U P150 254	AGRICULTURAL COX INSTITUTE	16	LM CLSROOM FLAT FLOOR CAP >25	CLS020LM	X	
U P150 260	AGRICULTURAL COX INSTITUTE	29	LM CLSROOM FLAT FLOOR CAP >25	CLS020LM	X	
X J011 A201	IRA MACNAB	40	LM COMPUTER LAB	LAB010LM	X	
X J011 A222	IRA MACNAB	30	LM COMPUTER LAB	LAB010LM	X	
X J012 A103	IRA MACNAB	15	LM SPECIFIC PURPOSE TEACHING	SPT010LM		
X J051 B099	B BUILDING	12	LM SPECIFIC PURPOSE TEACHING	SPT010LM		
X J051 B316	B BUILDING	55	LM CLSROOM FLAT FLOOR CAP >25	CLS020LM	X	
X J052 B226	B BUILDING	64	LM CLSROOM TIER/FIXED SEAT CAP >25	CLS010LM	X	
X J052 B309	B BUILDING	22	LM COMPUTER LAB	LAB010LM		
X J100 C101	ELECTRICAL ENGI	10	LM SPECIFIC PURPOSE TEACHING	SPT010LM		
X J100 C102	ELECTRICAL ENGI	25	LM SPECIFIC PURPOSE TEACHING	SPT010LM		
X J100 C104	ELECTRICAL ENGI	84	LM SPECIFIC PURPOSE TEACHING	SPT010LM		
X J100 C234	ELECTRICAL ENGI	32	LM SPECIFIC PURPOSE TEACHING	SPT010LM		

Bldg and Room # ID	Building - Description	Capacity	Description	Room Type - ID	Used for Exams	Notes
X J100 C237	ELECTRICAL ENGI	30	LM SPECIFIC PURPOSE TEACHING	SPT010LM		
X J100 C238/9	ELECTRICAL ENGI	30	LM SPECIFIC PURPOSE TEACHING	SPT010LM		
X J100 C300	ELECTRICAL ENGI	25	LM COMPUTER LAB	LAB010LM	X	
X J110 C1151	H.R. THEAKSTON	10	LM SPECIFIC PURPOSE TEACHING	SPT010LM		
X J110 C1152	H.R. THEAKSTON	10	LM SPECIFIC PURPOSE TEACHING	SPT010LM		
X J110 C1155	H.R. THEAKSTON	6	LM SPECIFIC PURPOSE TEACHING	SPT010LM		
X J110 C1252	H.R. THEAKSTON	20	LM SPECIFIC PURPOSE TEACHING	SPT010LM		
X J110 C1255	H.R. THEAKSTON	20	LM COMPUTER LAB	LAB010LM		
X J110 C1350	H.R. THEAKSTON	30	LM CLSROOM FLAT FLOOR CAP >25	CLS020LM	X	
X J110 C1365	H.R. THEAKSTON	15	LM CLSROOM TIER/FIXED SEAT CAP >25	CLS010LM	X	
X J150 2D203A	A.L. MACDONALD	25	LM CLSROOM FLAT FLOOR CAP >25	CLS020LM	X	
X J150 3D327	A.L. MACDONALD	20	LM SPECIFIC PURPOSE TEACHING	SPT010LM		
X J150 5D503	A.L. MACDONALD	20	LM SPECIFIC PURPOSE TEACHING	SPT010LM		
X J150 D002	A.L. MACDONALD	30	LM SPECIFIC PURPOSE TEACHING	SPT010LM	X	
X J150 D004A	A.L. MACDONALD	6	LM SPECIFIC PURPOSE TEACHING	SPT010LM	X	
X J150 D010	A.L. MACDONALD	20	LM SPECIFIC PURPOSE TEACHING	SPT010LM	X	
X J150 D014	A.L. MACDONALD	25	LM SPECIFIC PURPOSE TEACHING	SPT010LM	X	
X J150 D102	A.L. MACDONALD	20	LM SPECIFIC PURPOSE TEACHING	SPT010LM	X	
X J150 D105	A.L. MACDONALD	50	LM SPECIFIC PURPOSE TEACHING	SPT010LM	X	
X J150 D115	A.L. MACDONALD	10	LM SPECIFIC PURPOSE TEACHING	SPT010LM	X	
X J150 D117	A.L. MACDONALD	10	LM SPECIFIC PURPOSE TEACHING	SPT010LM	X	
X J150 D305A	A.L. MACDONALD	12	LM SPECIFIC PURPOSE TEACHING	SPT010LM	X	
X J150 D410	A.L. MACDONALD	66	LM SPECIFIC PURPOSE TEACHING	SPT010LM	X	

Bldg and Room # ID	Building - Description	Capacity	Description	Room Type - ID	Used for Exams	Notes
X J150 D412	A.L. MACDONALD	7	LM SPECIFIC PURPOSE TEACHING	SPT010LM	X	
X J200 E108	SEXTON HOUSE	8	LM SPECIFIC PURPOSE TEACHING	SPT010LM	X	
X J250 F010	F BUILDING	10	LM SPECIFIC PURPOSE TEACHING	SPT010LM	X	
X J250 F012	F BUILDING	10	LM SPECIFIC PURPOSE TEACHING	SPT010LM	X	
X J250 F014	F BUILDING	10	LM SPECIFIC PURPOSE TEACHING	SPT010LM		
X J250 F104	F BUILDING	10	LM SPECIFIC PURPOSE TEACHING	SPT010LM	X	
X J250 F106	F BUILDING	48	LM SPECIFIC PURPOSE TEACHING	SPT010LM	X	
X J250 F203	F BUILDING	12	LM COMPUTER LAB	LAB010LM	X	
X J250 F311	F BUILDING	4	LM SPECIFIC PURPOSE TEACHING	SPT010LM	X	
X J280 G004	G.H. MURRAY	20	LM SPECIFIC PURPOSE TEACHING	SPT010LM		
X J280 G006	G.H. MURRAY	15	LM SPECIFIC PURPOSE TEACHING	SPT010LM	X	
X J280 G007	G.H. MURRAY	20	LM SPECIFIC PURPOSE TEACHING	SPT010LM	X	
X J280 G104	G.H. MURRAY	8	LM SPECIFIC PURPOSE TEACHING	SPT010LM		
X J280 G107	G.H. MURRAY	6	LM SPECIFIC PURPOSE TEACHING	SPT010LM		
X J280 G210	G.H. MURRAY	12	LM COMPUTER LAB	LAB010LM		
X J301 HA1	RALPH M MEDJUCK BLDG	10	LM SPECIFIC PURPOSE TEACHING	SPT010LM	X	
X J301 HA18	RALPH M MEDJUCK BLDG	20	LM CLSROOM TIER/FIXED SEAT CAP >25	CLS010LM	X	
X J301 HA33	RALPH M MEDJUCK BLDG	4	LM SPECIFIC PURPOSE TEACHING	SPT010LM	X	
X J301 HB1	RALPH M MEDJUCK BLDG	8	LM COMPUTER LAB	LAB010LM	X	
X J301 HB2	RALPH M MEDJUCK BLDG	35	LM CLSROOM CAP <25	SEM010LM	X	
X J301 HB3	RALPH M MEDJUCK BLDG	20	LM SPECIFIC PURPOSE TEACHING	SPT010LM	X	
X J301 HB3A	RALPH M MEDJUCK BLDG	12	LM SPECIFIC PURPOSE TEACHING	SPT010LM	X	
X J301 HB4	RALPH M MEDJUCK BLDG	55	LM CLSROOM TIER/FIXED SEAT CAP >25	CLS010LM	X	

Bldg and Room # ID	Building - Description	Capacity	Description	Room Type - ID	Used for Exams	Notes
X J301 HD1	RALPH M MEDJUCK BLDG	52	LM SPECIFIC PURPOSE TEACHING	SPT010LM	X	
X J301 HD1A	RALPH M MEDJUCK BLDG	26	LM SPECIFIC PURPOSE TEACHING	SPT010LM	X	
X J301 HD3	RALPH M MEDJUCK BLDG	46	LM SPECIFIC PURPOSE TEACHING	SPT010LM	X	
X J301 HD3A	RALPH M MEDJUCK BLDG	26	LM SPECIFIC PURPOSE TEACHING	SPT010LM		
X J301 HD4	RALPH M MEDJUCK BLDG	12	LM CLSROOM CAP <25	SEM010LM	X	
X J301 HE1	RALPH M MEDJUCK BLDG	10	LM COMPUTER LAB	LAB010LM	X	
X J302 HB21	RALPH M MEDJUCK BLDG	100	LM OTHER BOOKABLE SPACE	OTHERLM		
X J302 HD2A	RALPH M MEDJUCK BLDG	20	LM SPECIFIC PURPOSE TEACHING	SPT010LM	X	
X J302 HE1A	RALPH M MEDJUCK BLDG	17	LM SPECIFIC PURPOSE TEACHING	SPT010LM	X	
X J351 SEXTON GYM	F.H. SEXTON MEM	450	LM OTHER BOOKABLE SPACE	OTHERLM	X	
X J550 N125	N BUILDING	4	LM SPECIFIC PURPOSE TEACHING	SPT010LM		
X J550 N126	N BUILDING	23	LM SPECIFIC PURPOSE TEACHING	SPT010LM	X	
X J550 N201	N BUILDING	20	LM SPECIFIC PURPOSE TEACHING	SPT010LM	X	
X J550 N310	N BUILDING	5	LM SPECIFIC PURPOSE TEACHING	SPT010LM	X	
X J550 N321	N BUILDING	35	LM SPECIFIC PURPOSE TEACHING	SPT010LM	X	
X J650 P001	A.E. CAMERON	6	LM SPECIFIC PURPOSE TEACHING	SPT010LM	X	
X J650 P004	A.E. CAMERON	10	LM SPECIFIC PURPOSE TEACHING	SPT010LM		
X J650 P105	A.E. CAMERON	4	LM SPECIFIC PURPOSE TEACHING	SPT010LM	X	
X J650 P208	A.E. CAMERON	6	LM SPECIFIC PURPOSE TEACHING	SPT010LM	X	
X J901 310	IND ENG&CONT ED	24	LM CLSROOM CAP <25	SEM010LM	X	
X J902 020	IND ENG&CONT ED	50	LM SPECIFIC PURPOSE TEACHING	SPT010LM	X	
X J902 021	IND ENG&CONT ED	68	LM COMPUTER LAB	LAB010LM	X	
X J902 221	IND ENG&CONT ED	37	LM COMPUTER LAB	LAB010LM	X	



## **Appendix “C”**

Booking Availability:

1. Bookable space will be made available for bookings as follows:
  - a. Common Pool Rooms (Fall and Winter Terms) - Available beginning in June of each year once the Academic Timetabling has been completed by the Registrar's Office, as outlined in the academic schedule cycle found in section 2 below;
  - b. Common Pool Rooms (Summer Term) - Available beginning in April each year once the Academic Timetabling for the summer term has been completed by the Registrar's Office, as outlined in the academic schedule cycle found in section 2 below;
  - c. Locally Managed (Fall, Winter and Summer Terms) – Available throughout the year with confirmation taking place by the responsible unit up to a month upon receipt of the request; and
  - d. Exterior Space (Fall, Winter and Summer Terms) – Available throughout the year with confirmation taking place by the responsible unit up to a month upon receipt of the request.
2. Bookable space availability is based on the following Academic Schedule Cycle:

January		• Early January - Academic In Progress Timetable 'Go Live'
February		• 1 February: Exam Schedule provisional bookings sent to Enterprise for Winter Exams
March		• Block booking for Exam Room and Surrounding Spaces
		• Mid-March: Academic Timetable 'Go Live' for Students
April		• End-March/Beginning-April: RO releases Common Pool Rooms for Summer Bookings
May		
June		• 1 June: Review Room file in Enterprise for accuracy and update Banner
		• RO releases rooms in June for Sept/April
July		
August		
September		
October		• 1 October: Exam Schedule provisional bookings sent to Enterprise for Fall Exams
November		
December		• Mid-December: Academic In Progress Timetable 'Go Live'

## **Appendix “D”**

# Priority Booking Ranking

<b>Booking Type</b>	<b>Sub-Type</b>
#1 Teaching:	1.1 Credit Courses 1.2 Exams – Credit Courses 1.3 Thesis 1.4 Non-Credit Courses (e.g. Continuing Education, Executive Courses, etc.) 1.5 Academic Training 1.6 Exams – Other (non-credit courses) 1.7 Technology/Renovations/Maintenance
#2 University Business Meetings:	2.1 Board/Senate/Sub-Committee of the Board 2.2 Faculty 2.3 University Committees 2.4 Department/School 2.5 Staff
#3 University Sponsored Bookings	3.1 Open House 3.2 Student Recruitment 3.3 Donor Functions 3.4 Alumni Functions (e.g. Homecoming, etc.) 3.5 Outreach Activities (e.g. SuperNova, etc.) 3.6 University Awards 3.7 University Announcements 3.8 Community Functions 3.9 University Dinners 3.10 Conferences – Internal University Sanctioned for faculty/staff/students 3.11 Conferences – University Supported (e.g. Humanities Conference, etc.)
#4 Student Bookings	4.1 DSU Ratified Societies 4.2 Individual Student
#5 External Users (\$'s)	5.1 Conferences 5.2 Exams 5.3 Community Functions, Meetings (e.g. Kiwanis, etc.) 5.4 Films/Weddings

## **Appendix “E”**

Non-Bookable Spaces: Spaces that are not bookable through Campus Bookings are the following:

- a. Bookable spaces within the Student Union Building that is located at 6136 University Avenue. In order to book space in this building, the requestor must contact the Student Union directly.
- b. The Rebecca Cohn Auditorium, Sculpture Court, Room 401, and the VIP Room in the Arts Centre. The Arts Centre is located at 6101 University Ave. In order to book these rooms, the requestor must contact the Arts Centre Client Services directly.
- c. Bookable spaces within all Athletic Facilities and Athletic Fields of Dalhousie University (Dalplex, Studley Gymnasium, Langille Athletic Centre, Wickwire Field, Sexton Campus Field). In order to book spaces within these facilities or fields, the requestor must contact Athletics and Recreation directly.
- d. Bookable spaces within Dalhousie Residences (Gerard Hall, O'Brien Hall, Howe Hall, LeMarchant Place, Mini Res, Residence Houses, Risley Hall, Shirreff Hall, Glengary, Graduate House, Chapman House, Fraser House, Trueman House, Graduate & Mature Housing). In order to book spaces within these facilities, the requestor must contact Residence and Housing directly.
- e. Bookable spaces within the University Club, located at 6259 Alumni Crescent. The requestor must contact the University Club directly in order to book spaces.

## **Appendix “F”**

Self-Serve Rooms: Self-Serve Rooms are Common Pool Rooms that:

- a. are 25 capacity and under;
- b. receive an immediate automatic reply approving or declining bookings based on first-come first serve availability during regular business hours, Monday to Friday.;
- c. have at least 2 people using the room;
- d. are booked for small-group discussions, group work, study, and meetings;
- e. are not soundproofed therefore, consideration shall be given to others working nearby;

The following are a list of Self-Serve Rooms:

Bldg and Room # ID	Building - Description	Capacity	Building - Description	Room Type - ID	Used for Exams	Notes
S C201 B4082	LSC-BIOL&EARTH	10	CLSROOM CAP <25	SEM010	X	
S C201 B7123	LSC-BIOL&EARTH	10	CLSROOM CAP <25	SEM010	X	
S C203 P4208	LSC-PSYCHOLOGY	23	CLSROOM CAP <25	SEM010	X	
S C203 P5208	LSC-PSYCHOLOGY	25	CLSROOM CAP <25	SEM010	X	
S C204 C210	LSC-COMMON AREA	20	CLSROOM CAP <25	SEM010	X	
S C204 C212	LSC-COMMON AREA	23	CLSROOM CAP <25	SEM010	X	
S C204 C214	LSC-COMMON AREA	22	CLSROOM CAP <25	SEM010	X	
S D110 3011	MONA CAMPBELL BUILDING	8	CLSROOM CAP <25	SEM010	X	
S D110 4013	MONA CAMPBELL BUILDING	8	CLSROOM CAP <25	SEM010	X	
T F100 2005	DENTISTRY	12	CLSROOM CAP <25	SEM010	X	
T F100 4110	DENTISTRY	14	CLSROOM CAP <25	SEM010	X	
T F100 4111	DENTISTRY	14	CLSROOM CAP <25	SEM010	X	
T F100 4112	DENTISTRY	14	CLSROOM CAP <25	SEM010	X	
T F100 4113	DENTISTRY	13	CLSROOM CAP <25	SEM010	X	
T F100 4114	DENTISTRY	15	CLSROOM CAP <25	SEM010	X	
U P100 7	BANTING BUILDING	15	CLSROOM CAP <25	SEM010	X	
U P150 200	AGRICULTURAL COX INSTITUTE	17	CLSROOM CAP <25	SEM010	X	
X J280 G215	G.H. MURRAY	25	CLSROOM CAP <25	SEM010	X	



## **Appendix “G”**

## Room rental charge

MATRIX	Internal User	External User	Affiliated User
<b>Academic (Credit Course)</b>	<b>No CHARGE</b> for Academic credit-courses.	Not Applicable. External Users cannot deliver university sanctioned academic credit-courses without an agreement between the University and the External User.	Not Applicable. Affiliated Users cannot deliver university sanctioned academic credit-courses without an agreement between the University and the Affiliated User.
<b>Non-Academic (Non-Credit Courses)</b>	<b>NO CHARGE</b> for Booking Services rendered during the established building hours per building of those units providing the service <u>with the exception of some extraordinary requirements (e.g. AV tech on site for duration of the booking)</u> . For services provided <b>OUTSIDE</b> of <i>regular business hours</i> users will be charged cost recovery rates	Fully charged for audio visual, room rental, catering, security and custodial services	Cost recovery charges are defined by the service unit for the booking and include charges for and not limited to audio visual support, room rental, catering, security and custodial services.
<b>Conference</b>	Any President/ Provost/Vice-President/ Dean/AVP approved conference will be charged fees on a cost recovery basis. Non-approved conferences will be charged as if they were external users.	Fully charged for audio visual, room rental, catering, security and custodial services	Cost recovery charges are defined by the service unit involved and include charges for and not limited to audio visual support, room rental, catering, security and custodial services.

## **Appendix “H”**



## Campus Bookings

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### Introduction

The intent of this help file is to assist users in navigating through and using the various functionalities within the Campus Bookings site. Please click on a topic of interest for details.

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## How do I login?

**Step 1: Go to [campusbookings.dal.ca](https://campusbookings.dal.ca) and click on the 'Log In' button**



### Step 2: Enter your NetID and password

Enter your NetID for your Username, as well as the password you normally use with your net ID. Click "Log in".

Authentication Required

Please enter your credentials below:

Username :

Password :

**Note:** Your NetID is an 8 character ID that gives you access to your Dal email, MyDal and other Dal services. If you don't know your NetID, go to [password.dal.ca/](https://password.dal.ca/) for assistance.

## Problems Logging in

### Students

Students will only be able to access Campus Bookings during the terms in which they are considered active students. Therefore, if you are a student during the fall/winter terms, you will not be able to access Campus Bookings during the summer months.

Term Dates:

FALL – September 1st – December 31st

WINTER – January 1st – April 30th

SUMMER – May 1st – August 31st

If you feel you currently meet the definition of an active student, and are still unable to log in to Campus Bookings, please contact the Registrar's Office to verify your registration status.

### Faculty/Staff

Only active Dalhousie employees, with active NetIDs are able to log in to Campus bookings. Please contact your departmental administrator to confirm your employment status.

[Return to Introduction](#)

## Campus Bookings – How do I request a space for a ratified society?

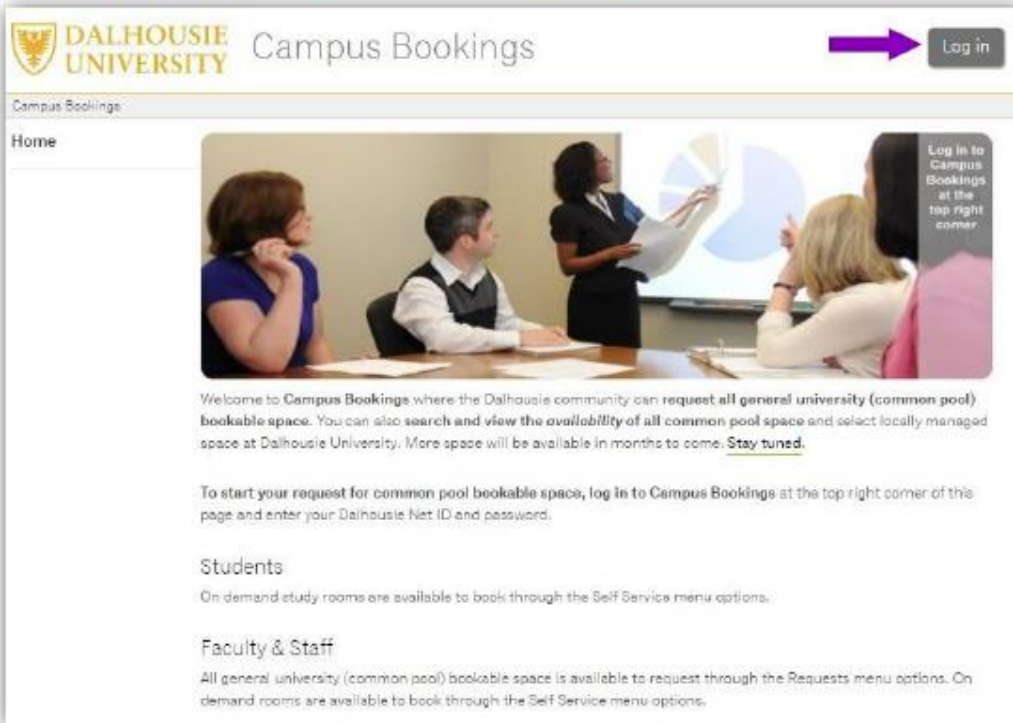
### Step 1: Go to [www.dsu.ca/societies/events](http://www.dsu.ca/societies/events)


1-1. Complete the DSU-related requirements for booking an event.

1-2. Record your DSU Event ID Number.

### Step 2: Go to [www.campusbookings.dal.ca](http://www.campusbookings.dal.ca)


Log in to campus bookings at [www.campusbookings.dal.ca](http://www.campusbookings.dal.ca) using your NetID and Password.



**DALHOUSIE UNIVERSITY** Campus Bookings  **Log in**

Campus Bookings

Home



Log in to Campus Bookings at the top right corner

Welcome to Campus Bookings where the Dalhousie community can request all general university (common pool) bookable space. You can also search and view the availability of all common pool space and select locally managed space at Dalhousie University. More space will be available in months to come. Stay tuned.

To start your request for common pool bookable space, log in to Campus Bookings at the top right corner of this page and enter your Dalhousie Net ID and password.

**Students**

On demand study rooms are available to book through the Self Service menu options.

**Faculty & Staff**

All general university (common pool) bookable space is available to request through the Requests menu options. On demand rooms are available to book through the Self Service menu options.

**Note:** If your booking occurs outside regular hours, **or** you need assistance selecting room(s), skip ahead to [Step 3B](#) where you will use the “Make a request” option.

If you would like to choose your own room, **and** your booking occurs within regular work hours, continue with Step 3A below.

**Step 3A: Click “Find a room” on the left hand side of the page.**



**DALHOUSIE UNIVERSITY** Campus Bookings student

Campus Bookings

**Home**

**Self Service**

- My Self Service
- Find a room
- Book a specific room

**Requests**

- My Requests
- Make a request
- Find a room**
- Request a specific room

Welcome to **Campus Bookings** where the Dalhousie community can request all general university (common pool) bookable space. You can also search and view the availability of all common pool space and select locally managed space at Dalhousie University. More space will be available in months to come. [Stay tuned.](#)

To start your request for common pool bookable space, log in to **Campus Bookings** at the top right corner of this page and enter your Dalhousie Net ID and password.

**Students**

On demand study rooms are available to book through the Self Service menu options.

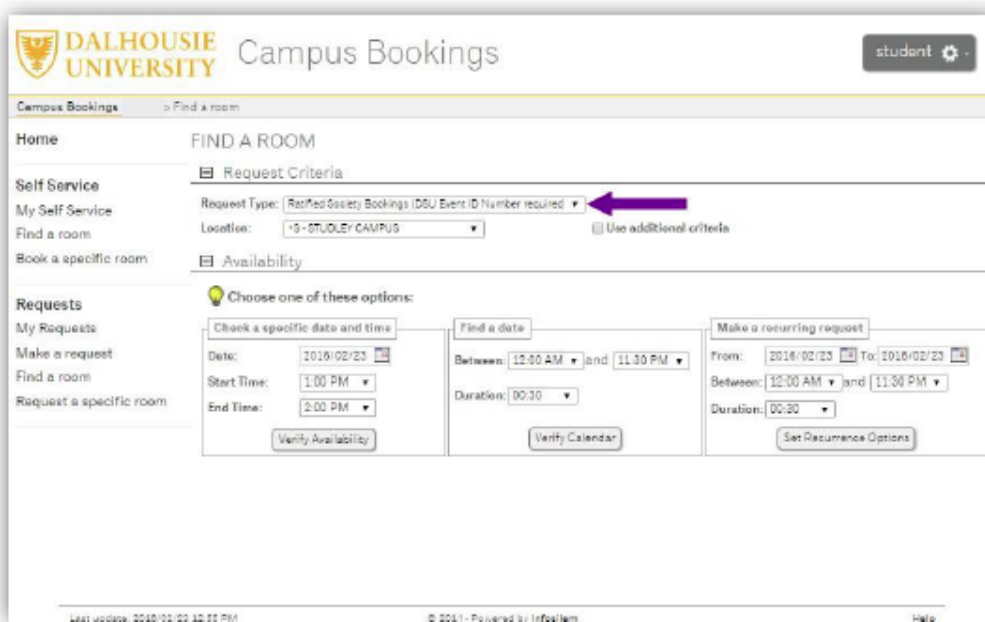
**Faculty & Staff**

All general university (common pool) bookable space is available to request through the Requests menu options. On demand rooms are available to book through the Self Service menu options.



## Step 4A: Find a room

**4A-1. Ensure the request type is “Ratified Society Bookings (DSU Event ID Number required)”**



**DALHOUSIE UNIVERSITY** Campus Bookings student ⚙

**Campus Bookings** > Find a room

**Home** FIND A ROOM


**Self Service**

- My Self Service
- Find a room
- Book a specific room

**Requests**

- My Requests
- Make a request
- Find a room
- Request a specific room

**Request Criteria**

Request Type: Ratified Society Bookings (DSU Event ID Number required) 

Location: 15-STUDLEY CAMPUS ☐ Use additional criteria

**Availability**

Choose one of these options:

**Check a specific date and time**

Date: 2016/02/23

Start Time: 1:00 PM

End Time: 2:00 PM

[Verify Availability](#)

**Find a date**

Between: 12:00 AM and 11:30 PM

Duration: 00:30

[Verify Calendar](#)

**Make a recurring request**

From: 2016/02/23 To: 2016/02/23

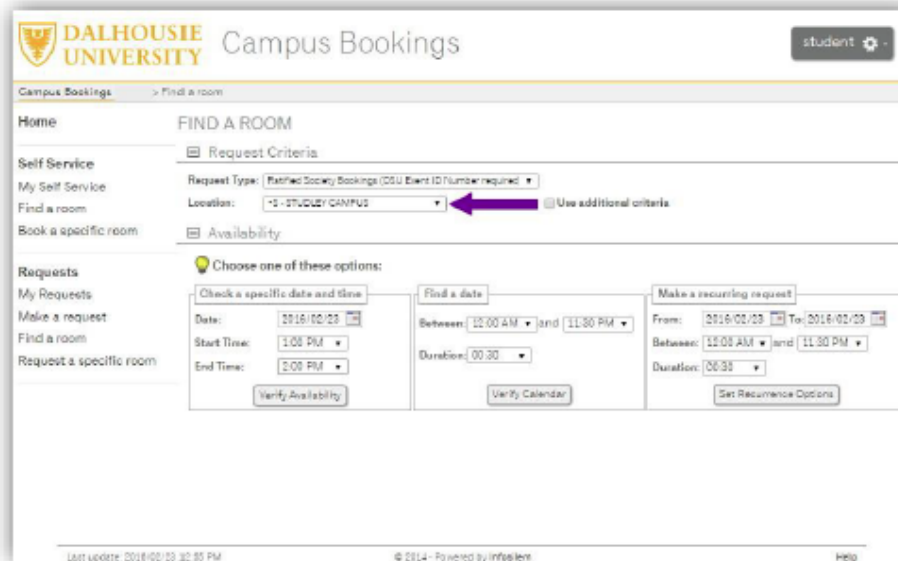
Between: 12:00 AM and 11:30 PM

Duration: 00:30

[Set Recurrence Options](#)

APP VERSION: 2016/02/22 16:15 PM © 2016 - Powered by: InfoTeam [Help](#)

#### 4A-2. Select the Campus (Choose 'All' if you want to see rooms from all campuses)

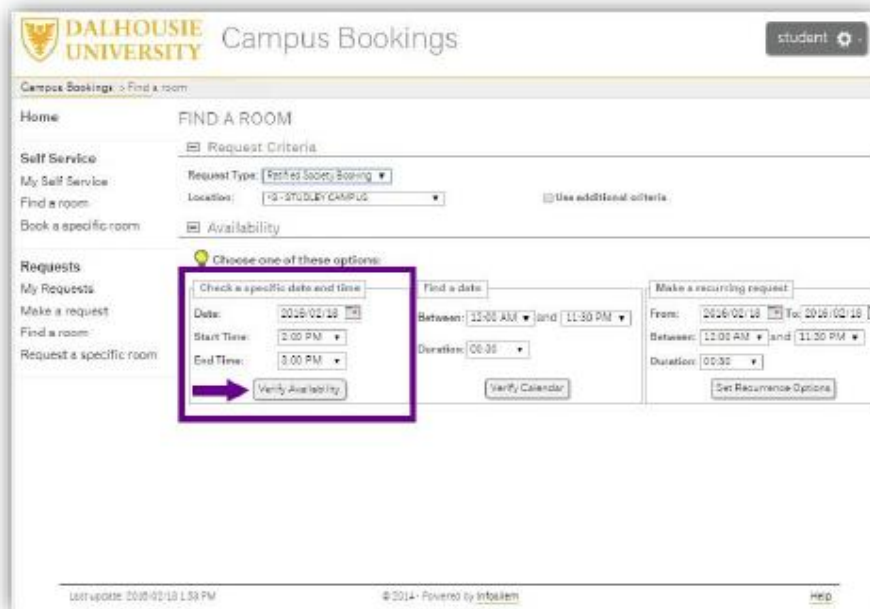


For Location, you have three options:

1. **All** – Search all bookable rooms within Dalhousie University
2. **By Campus** – Search for bookable rooms on a specific campus
3. **By Building** – Search for bookable rooms within a specific building

#### 4A-3. Enter the time and/or date criteria.

4A-3a. If you require a specific date and time, use the “Check a specific date and time” option. Choose the date and time of your event, and then click the “Verify Availability” button.



**DALHOUSIE UNIVERSITY Campus Bookings** student

Campus Bookings > Find a room

**FIND A ROOM**

Request Criteria

Request Type: **Self-Service Booking**

Location: **NS-STUDENT CAMPUS** ☐ Use additional criteria

Availability

Choose one of these options:

**Check a specific date and time**

Date: **2016/02/18**

Start Time: **3:00 PM**

End Time: **3:00 PM**

**Verify Availability**

Find a date

Between: **12:00 AM** and **11:30 PM**

Duration: **00:30**

**Verify Calendar**

Make a recurring request

From: **2016/02/18** To: **2016/02/18**

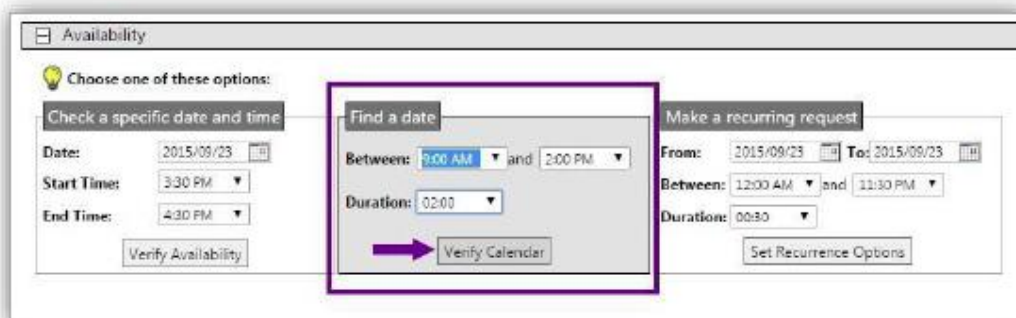
Between: **12:00 AM** and **11:30 PM**

Duration: **00:30**

**Set Recurrence Options**

last update: 2016/02/18 1:09 PM © 2014 - Powered by Infolium HED

4A-3b. If your date and/or time are flexible, use the “Find a date” option. Select the time of day within which you will be available and enter the duration of your event. Then, select the “Verify Calendar” button.



**Availability**

Choose one of these options:

**Check a specific date and time**

Date: **2015/09/23**

Start Time: **3:30 PM**

End Time: **4:30 PM**

**Verify Availability**

**Find a date**

Between: **9:00 AM** and **2:00 PM**

Duration: **02:00**

**Verify Calendar**

Make a recurring request

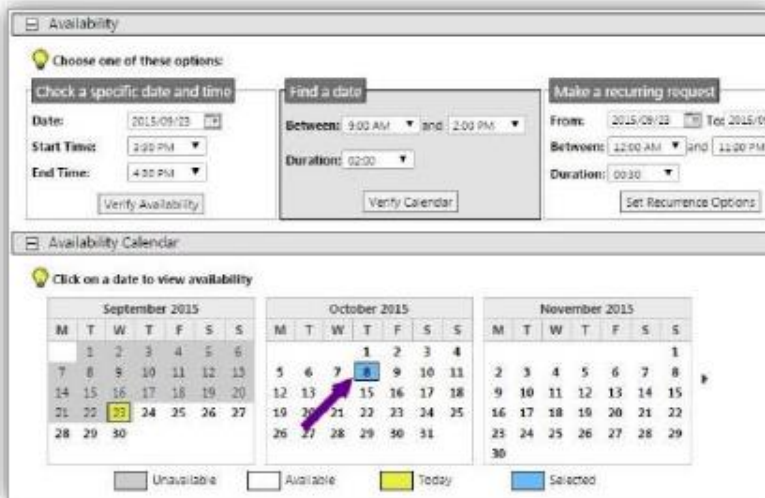
From: **2015/09/23** To: **2015/09/23**

Between: **12:00 AM** and **11:30 PM**

Duration: **00:30**

**Set Recurrence Options**

The dates that appear in white are the dates that have room availabilities. Select the date you would like to view room availability for on the calendar.



**Availability**

Choose one of these options:

**Check a specific date and time**

Date: 2015/09/23  
Start Time: 2:00 PM  
End Time: 4:00 PM  
Verify Availability

**Find a date**

Between: 9:00 AM and 2:00 PM  
Duration: 02:00  
Verify Calendar

**Make a recurring request**

From: 2015/09/23 To: 2015/09/23  
Between: 12:00 AM and 12:00 PM  
Duration: 00:30  
Set Recurrence Options

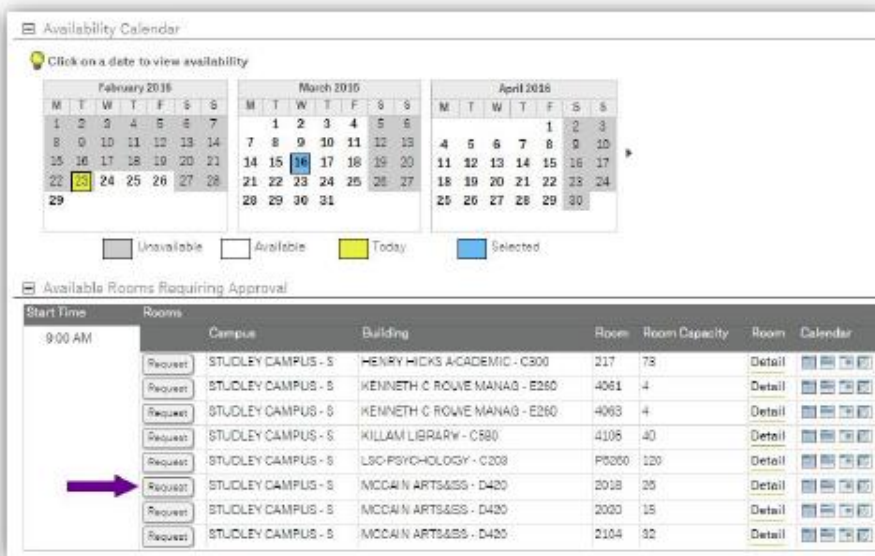
**Availability Calendar**

Click on a date to view availability

September 2015    October 2015    November 2015

Legend: Unavailable (grey), Available (white), Today (yellow), Selected (blue)

4A-4. A list of rooms will appear at the bottom of your screen. Click on "Request" next to the room that best meets your needs.



**Available Rooms Requiring Approval**

Start Time	Rooms	Campus	Building	Room	Room Capacity	Room	Calendar
9:00 AM	<a href="#">Request</a>	STUDLEY CAMPUS - S	HENRY HICKS ACADEMIC - C300	217	75	Detail	<a href="#">Calendar</a>
	<a href="#">Request</a>	STUDLEY CAMPUS - S	KENNETH C ROWE MANAG - E260	4061	4	Detail	<a href="#">Calendar</a>
	<a href="#">Request</a>	STUDLEY CAMPUS - S	KENNETH C ROWE MANAG - E260	4063	4	Detail	<a href="#">Calendar</a>
	<a href="#">Request</a>	STUDLEY CAMPUS - S	KILLAM LIBRARY - C580	4106	40	Detail	<a href="#">Calendar</a>
	<a href="#">Request</a>	STUDLEY CAMPUS - S	LSC-PSYCHOLOGY - C208	P5200	120	Detail	<a href="#">Calendar</a>
	<a href="#">Request</a>	STUDLEY CAMPUS - S	MCCAIN ARTS&SS - D420	2018	25	Detail	<a href="#">Calendar</a>
	<a href="#">Request</a>	STUDLEY CAMPUS - S	MCCAIN ARTS&SS - D420	2020	15	Detail	<a href="#">Calendar</a>
	<a href="#">Request</a>	STUDLEY CAMPUS - S	MCCAIN ARTS&SS - D420	2104	32	Detail	<a href="#">Calendar</a>

**Note 1:** If you want to view more of the room's details, click on "Detail". If you want to see a calendar which lists events already booked in that particular room, click on one of the Calendar icons.

Available Rooms Requiring Approval

Start Time	Rooms						
9:00 AM	8 rooms						
9:30 AM	Campus	Building	Room	Room Capacity	Room	Calendar	
	<a href="#">Request</a>	STUDLEY CAMPUS - S	HENRY HICKS ACADEMIC - C300	217	73	<a href="#">Detail</a>	  
	<a href="#">Request</a>	STUDLEY CAMPUS - S	KENNETH C ROWE MANAG - E260	4061	4	<a href="#">Detail</a>	  
	<a href="#">Request</a>	STUDLEY CAMPUS - S	KENNETH C ROWE MANAG - E260	4063	4	<a href="#">Detail</a>	  
	<a href="#">Request</a>	STUDLEY CAMPUS - S	KILLAM LIBRARY - C580	4106	40	<a href="#">Detail</a>	  

**Note 2:** If you did not select a specific time, you will have to click on the + box next to the Start Time(s) to view the available rooms for that period.

Availability Calendar

Click on a date to view availability

February 2016

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29						

March 2016

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2016

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	









































































☐ Unavailable

☐ Available

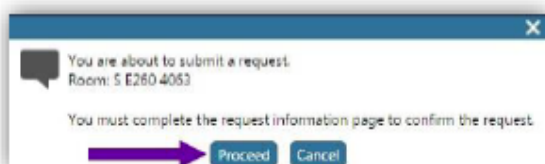
☐ Today

☐ Selected

Available Rooms Requiring Approval

Start Time	Rooms																																																															
9:00 AM	8 rooms																																																															
9:30 AM	<table><tr><th></th><th>Campus</th><th>Building</th><th>Room</th><th>Room Capacity</th><th>Room</th><th>Calendar</th></tr><tr><td><a href="#">Request</a></td><td>STUDLEY CAMPUS - S</td><td>HENRY HICKS ACADEMIC - C300</td><td>217</td><td>73</td><td><a href="#">Detail</a></td><td>  </td></tr><tr><td><a href="#">Request</a></td><td>STUDLEY CAMPUS - S</td><td>KENNETH C ROWE MANAG - E260</td><td>4061</td><td>4</td><td><a href="#">Detail</a></td><td>  </td></tr><tr><td><a href="#">Request</a></td><td>STUDLEY CAMPUS - S</td><td>KENNETH C ROWE MANAG - E260</td><td>4063</td><td>4</td><td><a href="#">Detail</a></td><td>  </td></tr><tr><td><a href="#">Request</a></td><td>STUDLEY CAMPUS - S</td><td>KILLAM LIBRARY - C580</td><td>4106</td><td>40</td><td><a href="#">Detail</a></td><td>  </td></tr><tr><td><a href="#">Request</a></td><td>STUDLEY CAMPUS - S</td><td>LSC/PSYCHOLOGY - C209</td><td>P6280</td><td>120</td><td><a href="#">Detail</a></td><td>  </td></tr><tr><td><a href="#">Request</a></td><td>STUDLEY CAMPUS - S</td><td>MCCAIN ARTS&amp;SSS - D420</td><td>2018</td><td>26</td><td><a href="#">Detail</a></td><td>  </td></tr><tr><td><a href="#">Request</a></td><td>STUDLEY CAMPUS - S</td><td>MCCAIN ARTS&amp;SSS - D420</td><td>2020</td><td>15</td><td><a href="#">Detail</a></td><td>  </td></tr><tr><td><a href="#">Request</a></td><td>STUDLEY CAMPUS - S</td><td>MCCAIN ARTS&amp;SSS - D420</td><td>2104</td><td>32</td><td><a href="#">Detail</a></td><td>  </td></tr></table>		Campus	Building	Room	Room Capacity	Room	Calendar	<a href="#">Request</a>	STUDLEY CAMPUS - S	HENRY HICKS ACADEMIC - C300	217	73	<a href="#">Detail</a>	  	<a href="#">Request</a>	STUDLEY CAMPUS - S	KENNETH C ROWE MANAG - E260	4061	4	<a href="#">Detail</a>	  	<a href="#">Request</a>	STUDLEY CAMPUS - S	KENNETH C ROWE MANAG - E260	4063	4	<a href="#">Detail</a>	  	<a href="#">Request</a>	STUDLEY CAMPUS - S	KILLAM LIBRARY - C580	4106	40	<a href="#">Detail</a>	  	<a href="#">Request</a>	STUDLEY CAMPUS - S	LSC/PSYCHOLOGY - C209	P6280	120	<a href="#">Detail</a>	  	<a href="#">Request</a>	STUDLEY CAMPUS - S	MCCAIN ARTS&SSS - D420	2018	26	<a href="#">Detail</a>	  	<a href="#">Request</a>	STUDLEY CAMPUS - S	MCCAIN ARTS&SSS - D420	2020	15	<a href="#">Detail</a>	  	<a href="#">Request</a>	STUDLEY CAMPUS - S	MCCAIN ARTS&SSS - D420	2104	32	<a href="#">Detail</a>	  
	Campus	Building	Room	Room Capacity	Room	Calendar																																																										
<a href="#">Request</a>	STUDLEY CAMPUS - S	HENRY HICKS ACADEMIC - C300	217	73	<a href="#">Detail</a>	  																																																										
<a href="#">Request</a>	STUDLEY CAMPUS - S	KENNETH C ROWE MANAG - E260	4061	4	<a href="#">Detail</a>	  																																																										
<a href="#">Request</a>	STUDLEY CAMPUS - S	KENNETH C ROWE MANAG - E260	4063	4	<a href="#">Detail</a>	  																																																										
<a href="#">Request</a>	STUDLEY CAMPUS - S	KILLAM LIBRARY - C580	4106	40	<a href="#">Detail</a>	  																																																										
<a href="#">Request</a>	STUDLEY CAMPUS - S	LSC/PSYCHOLOGY - C209	P6280	120	<a href="#">Detail</a>	  																																																										
<a href="#">Request</a>	STUDLEY CAMPUS - S	MCCAIN ARTS&SSS - D420	2018	26	<a href="#">Detail</a>	  																																																										
<a href="#">Request</a>	STUDLEY CAMPUS - S	MCCAIN ARTS&SSS - D420	2020	15	<a href="#">Detail</a>	  																																																										
<a href="#">Request</a>	STUDLEY CAMPUS - S	MCCAIN ARTS&SSS - D420	2104	32	<a href="#">Detail</a>	  																																																										
10:00 AM	5 rooms																																																															
10:30 AM	5 rooms																																																															
11:00 AM	5 rooms																																																															

#### 4A-5. Click Proceed on the pop up window.



### Step 5: Request Confirmation.

**5A-1. Complete the information in the form provided. You will not be able to submit the request until all required fields have been completed.**

REQUEST CONFIRMATION

Request Information

Request Type: Ratified Society Bookings (DSU Event ID Number required)

Time Information

Date: 2016/03/18 Start Time: 9:30 AM End Time: 11:30 AM Duration: 02:00

Please enter additional time requirements here:

Location Information

Campus: S Building: E260 Room: 4063 (Detail) Room Type: SEM010

Please enter additional room requirements here:

Other Information

DSU Event ID Number \* Minimum length not met (Need 5 more characters).

Name of Ratified Society \* Minimum length not met (Need 3 more characters).

Ratified Society Contact Person Name \* Minimum length not met (Need 3 more characters).

Ratified Society Contact Person Banner Number \* Minimum length not met (Need 9 more characters).

Ratified Society Contact Person Phone Number \* Minimum length not met (Need 4 more characters).

Preferred Campus for event \* Required

Please select the event type that best describes your event: \* Required

Please check all that apply to your event:

☐ Food will be served

☐ Requirement to move furniture

☐ Media promoted / present

☐ Alcohol will be served

☐ External service providers are being used

☐ Audio visual requirements

☐ Special set up requirements

☐ Noise (music, amplification)

☐ Screen a film or video

☐ Internal attendees only

☐ Government official invited or attending



**5A-2. After entering event details, click the Submit button at the bottom of the form.**

Other Information

DSU Event ID Number

34786

(0 character(s) left.)

Name of Ratified Society

Tigers Reading Society

(478 character(s) left.)

Ratified Society Contact Person Name

John Smith

(40 character(s) left.)

Ratified Society Contact Person Banner Number

B00111111

(0 character(s) left.)

Ratified Society Contact Person Phone Number

9024940000

(0 character(s) left.)

Preferred Campus for event

Studley

Please select the event type that best describes your event:

Meeting / Colloquium

Please check all that apply to your event:

☐ Food will be served

☐ Requirement to move furniture

☐ Alcohol will be served

☐ External service providers are being used

☐ Special set up requirements

☐ Noise (music, amplification)

☐ Media promoted / present

☐ Internal attendees only

☐ Audio visual requirements

☐ Internal and external attendees

☐ Screen a film or video

☐ External attendees only

☐ Government official invited or attending

Please provide a suggested title for this event as it will appear on Campus bookings (E.g. History Dept. faculty meeting) and a brief description:

(270 character(s) left.)

Quarterly Reading Club Meeting

Please add any additional requirements for this booking(optional):

(300 character(s) left.)

Maximum number of attendees

20

(2 character(s) left.)

Submit

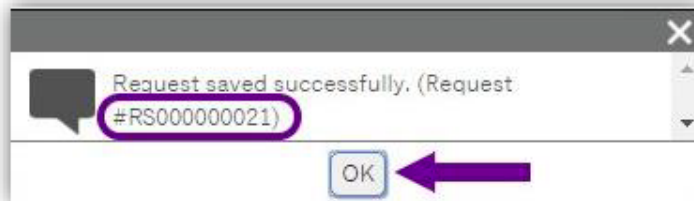
Your request will be submitted to: campusbookings@dal.ca

### Step 6: Confirmation Number

#### 6A-1. Click OK



6A-2. After you hit submit you will get a confirmation number for your request. You can locate your request within "My Requests" using this number. Click OK.



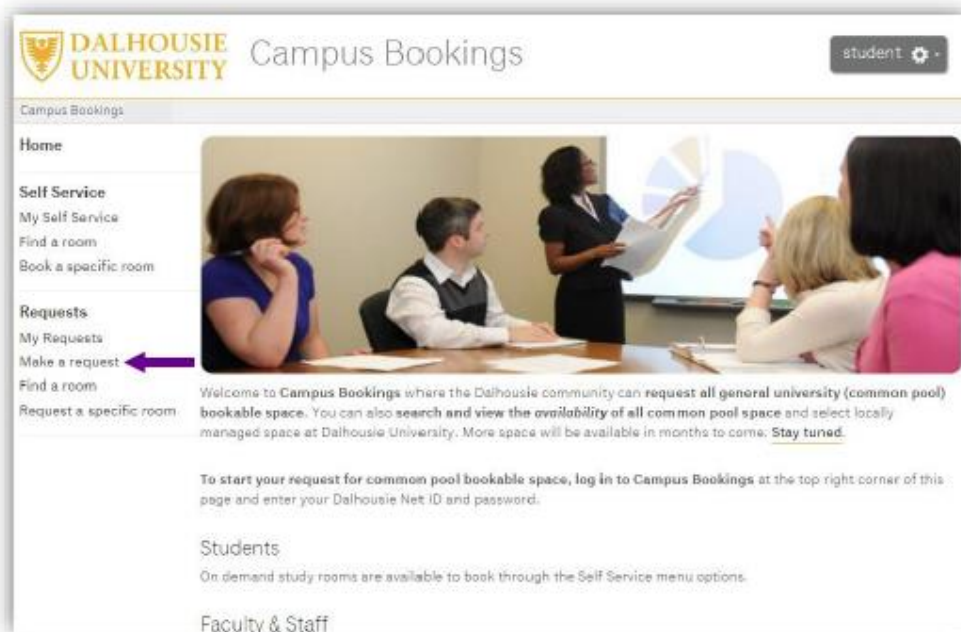
Your request has now been submitted. You will receive an email notification confirming this, as well as an email confirmation once your request has been approved. For detailed information on your booking, always refer to [www.campusbookings.dal.ca](http://www.campusbookings.dal.ca), under "My Requests".



**Note Regarding the following directions:** Only Use the "Make a Request" option for bookings That:

- will occur outside regular hours,
- for bookings where you need assistance in selecting a room
- for bookings that require multiple rooms

**Step 3B: Click "Make a Request" on the left hand side of the page.**



## Step 4B: Make a Request

### 4B-1: Ensure the request type is "Ratified Society Bookings (DSU Event ID Number required)"



**DALHOUSIE UNIVERSITY** Campus Bookings

Campus Bookings > Make a request

**Home** **MAKE A REQUEST**

**Self Service**

- My Self Service
- Find a room
- Book a specific room

**Requests**

- My Requests
- Make a request
- Find a room
- Request a specific room

**Request Criteria**

Request Type: Ratified Society Bookings (DSU Event ID Number required) 

Location: S - STUDLEY CAMPUS ☐ Use additional criteria

**Time Information**

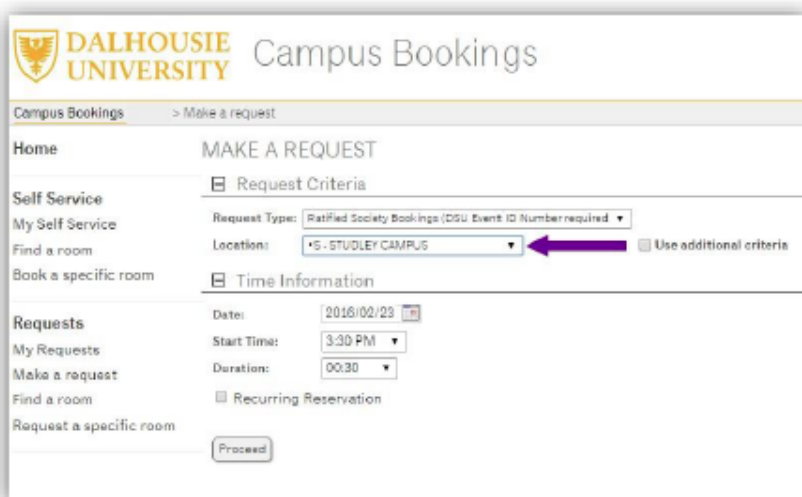
Date: 2016/02/23

Start Time: 3:30 PM

Duration: 00:30

☐ Recurring Reservation

### 4B-2: Select the Campus (Choose 'All' if you want to see rooms from all campuses)



**DALHOUSIE UNIVERSITY** Campus Bookings

Campus Bookings > Make a request

**Home** **MAKE A REQUEST**

**Self Service**


- My Self Service
- Find a room
- Book a specific room

**Requests**

- My Requests
- Make a request
- Find a room
- Request a specific room

**Request Criteria**

Request Type: Ratified Society Bookings (DSU Event ID Number required)

Location: S - STUDLEY CAMPUS  ☐ Use additional criteria

**Time Information**

Date: 2016/02/23

Start Time: 3:30 PM

Duration: 00:30

☐ Recurring Reservation

**4B-3: Select the date of your event, the start time, and the duration of the event.**



**DALHOUSIE UNIVERSITY** Campus Bookings

Campus Bookings > Make a request

**Home** MAKE A REQUEST

**Self Service**

- My Self Service
- Find a room
- Book a specific room

**Requests**

- My Requests
- Make a request
- Find a room
- Request a specific room

**Request Criteria**

Request Type: Ratified Society Bookings (DSU Event ID Number required)

Location: S - STUDLEY CAMPUS ☐ Use additional criteria

**Time Information**

Date: 2016/02/23

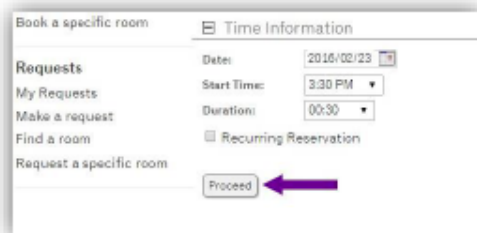
Start Time: 3:30 PM

Duration: 00:30

☐ Recurring Reservation

Proceed

**4B-4: Click Proceed**



Book a specific room

**Requests**

- My Requests
- Make a request
- Find a room
- Request a specific room

**Time Information**

Date: 2016/02/23

Start Time: 3:30 PM

Duration: 00:30

☐ Recurring Reservation

Proceed

## Step 5B: Request Confirmation

**5B-1 Complete the information in the form provided, including the DSU event ID Number you received once your event was approved by the DSU. You will not be able to submit the request until all required fields have been completed.**

REQUEST CONFIRMATION

Request Information

Request Type: Ratified Society Bookings (DSU Event ID Number required)

Time Information

Date: 2016/03/16 Start Time: 9:30 AM End Time: 11:30 AM Duration: 02:00

Please enter additional time requirements here:

Location Information

Campus: S Building: E260 Room: 4083 (Detail) Room Type: SEM010

Please enter additional room requirements here:

Other Information

DSU Event ID Number \* Minimum length not met (Need 3 more characters).

Name of Ratified Society \* Minimum length not met (Need 3 more characters).

Ratified Society Contact Person Name \* Minimum length not met (Need 3 more characters).

Ratified Society Contact Person Banner Number \* Minimum length not met (Need 9 more characters).

Ratified Society Contact Person Phone Number \* Minimum length not met (Need 4 more characters).

Preferred Campus for event \* Required

Please select the event type that best describes your event: \* Required

Please check all that apply to your event:

☐ Food will be served

☐ Requirement to move furniture

☐ Media promoted / present

☐ Alcohol will be served

☐ External service providers are being used

☐ Audio visual requirements

☐ Special set up requirements

☐ Noise (music, amplification)

☐ Screen a film or video

☐ Internal attendees only

☐ Government official invited or attending

☐ Internal and external attendees

☐ External attendees only

Please provide a suggested title for this event as it will appear on Campus bookings (E.g. History Dept. faculty meeting) and a brief description: \* Minimum length not met (Need 3 more characters).

Please add any additional requirements for this booking(optional): (300 character(s) left.)

Maximum number of attendees: \* Minimum length not met (Need 1 more characters).

Submit Your request will be submitted to: campusbookings@dal.ca

### 5B-2. Enter Additional Requirements

- If requesting a space outside regular hours, include the building name and room number of the space you wish to book in the Additional Requirements box at the bottom of the page.
- If you do not know the specific room, please narrow down your preference by adding any other requirements, ie, building, floor, special room characteristics, etc.

DSU Event ID Number  (0 character(s) left.)

Name of Ratified Society  (476 character(s) left.)

Ratified Society Contact Person Name  (40 character(s) left.)

Ratified Society Contact Person Banner Number  (0 character(s) left.)

Ratified Society Contact Person Phone Number  (0 character(s) left.)

Preferred Campus for event:

Please select the event type that best describes your event:

Please check all that apply to your event:

<input type="checkbox"/> Food will be served	<input type="checkbox"/> Requirement to move furniture	<input type="checkbox"/> Media promoted / present
<input type="checkbox"/> Alcohol will be served	<input type="checkbox"/> External service providers are being used	<input type="checkbox"/> Audio visual requirements
<input type="checkbox"/> Special set up requirements	<input type="checkbox"/> Noise (music, amplification)	<input type="checkbox"/> Screen a film or video
<input type="checkbox"/> Internal attendees only	<input type="checkbox"/> Government official invited or attending	
<input type="checkbox"/> Internal and external attendees		
<input type="checkbox"/> External attendees only		

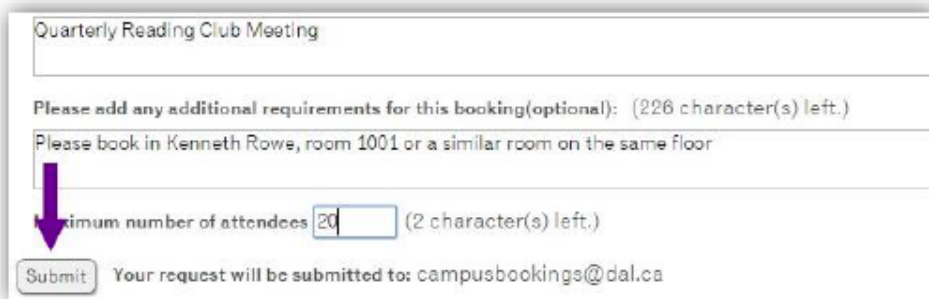
Please provide a suggested title for this event as it will appear on Campus bookings (E.g. History Dept. faculty meeting) and a brief description:  
(270 character(s) left.)

Please add any additional requirements for this booking(optional): (226 character(s) left.)

Maximum number of attendees  (2 character(s) left.)

Your request will be submitted to: [campusbookings@dal.ca](mailto:campusbookings@dal.ca)

**5B-3. After completing the necessary information, click submit at the bottom of the page.**



Quarterly Reading Club Meeting

Please add any additional requirements for this booking(optional): (226 character(s) left.)

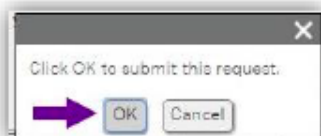
Please book in Kenneth Rowe, room 1001 or a similar room on the same floor

Maximum number of attendees 20 (2 character(s) left.)

Your request will be submitted to: campusbookings@dal.ca

### Step 6B: Confirmation Number

**6B-1. Click OK**



**6B-2. Receive confirmation number and Click OK**

- After you hit submit you will get a confirmation number for your request.
- You can locate your full request within "My Requests" using this number.

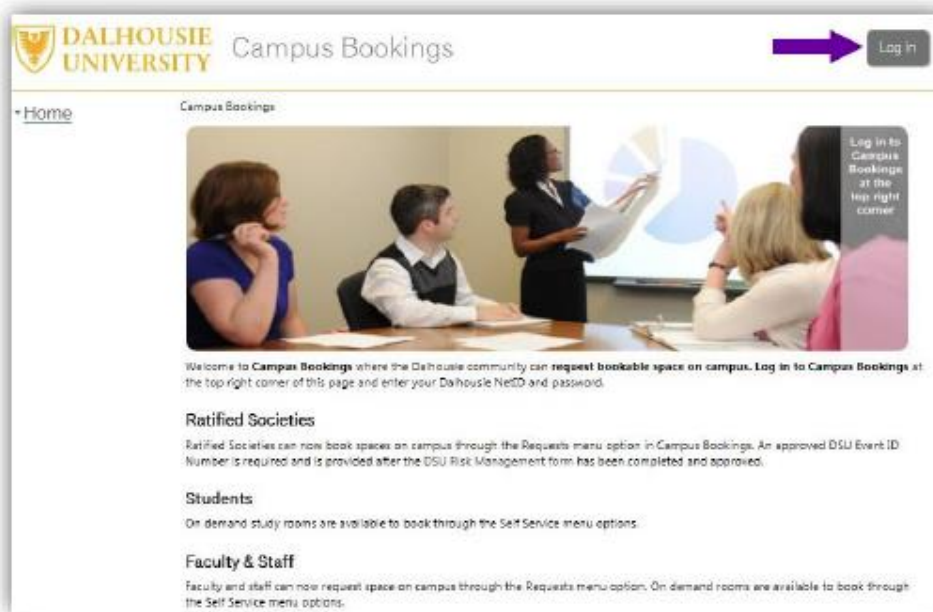


Your request has now been submitted. You will receive an email notification confirming this, as well as an email confirmation once your request has been approved. For detailed information on your booking, always refer to [www.campusbookings.dal.ca](http://www.campusbookings.dal.ca), under "My Requests".

## Campus Bookings – How do faculty and staff request a space?

### Step 1: Go to [www.campusbookings.dal.ca](http://www.campusbookings.dal.ca)

Log in to the campus bookings portal at [campusbookings.dal.ca](http://campusbookings.dal.ca) using your NetID and Password.





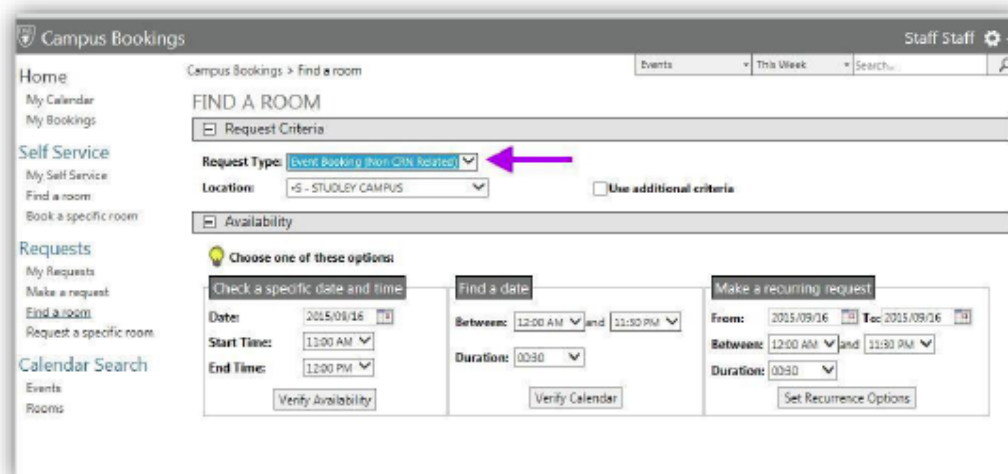
**Step 2: Click “Find a room” on the left hand side of the page.**





## Step 3: Find a room

### 3.1. First, select the Request Type.



The screenshot shows the 'Campus Bookings' application window. The 'Find a Room' section is active. Under 'Request Criteria', the 'Request Type' dropdown is highlighted with a purple arrow. Below it, the 'Location' is set to 'H5 - STUDLEY CAMPUS'. The 'Availability' section offers three options: 'Check a specific date and time', 'Find a date', and 'Make a recurring request'. Each option has associated date and time pickers and a 'Verify' button.

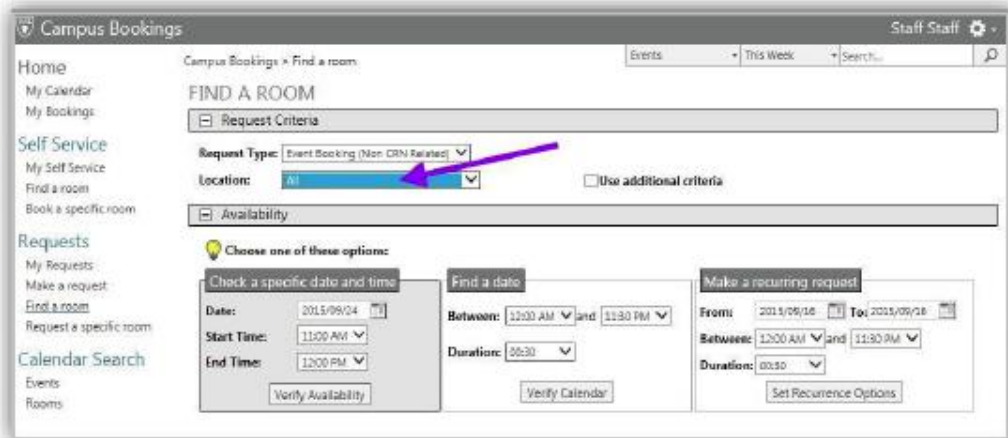
**Timetable Booking (CRN Related)** – Any request that is linked to a class listed in the Academic Timetable will use the Timetable Booking Request type. These requests could include events like:

- Lecture/Lecture Series
- Exam
- Breakout Session
- Workshop
- Mid-term/test
- Review Session
- Thesis class
- Thesis defence
- Seminar
- Tutorial

**Event Booking (Non CRN Related)** – All other room bookings that can be best described as:

- Meeting/colloquium
- Outdoor Event/BBQ
- Conference
- Public Lecture/Guest Speaker
- Reception/Dinner
- Mini Course/Non Academic Course
- Press Conference/Donor Event
- Poster Board/Trade Show/Display session
- Video Conference
- External Exams
- Camps
- Training/Workshop
- Competition
- Continuing Ed Exam/Mid-term/Course
- Concert/Performance/Arts/Film
- Bake sale
- Supplemental Study

### 3-2. Select the location



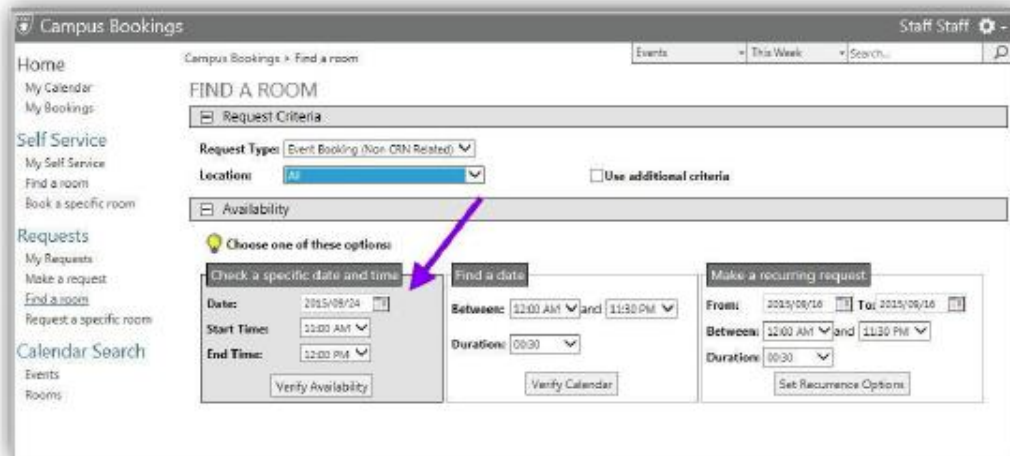
The screenshot shows the 'Campus Bookings' application interface. The main heading is 'FIND A ROOM'. Below this, there are two expandable sections: 'Request Criteria' and 'Availability'. The 'Request Criteria' section is currently expanded, showing a 'Request Type' dropdown set to 'Event Booking (Non-GRN Related)' and a 'Location' dropdown set to 'All'. A purple arrow points to the 'Location' dropdown. To the right of the 'Location' dropdown is a checkbox labeled 'Use additional criteria'. Below the 'Request Criteria' section is a 'Choose one of these options:' section with three tabs: 'Check a specific date and time', 'Find a date', and 'Make a recurring request'. The 'Check a specific date and time' tab is active, showing fields for 'Date' (2015/09/24), 'Start Time' (11:00 AM), and 'End Time' (12:00 PM), with a 'Verify Availability' button. The 'Find a date' tab shows 'Between' (12:00 AM and 11:30 PM) and 'Duration' (00:30), with a 'Verify Calendar' button. The 'Make a recurring request' tab shows 'From' (2015/09/18) and 'To' (2015/09/18), 'Between' (12:00 AM and 11:30 PM), and 'Duration' (00:30), with a 'Set Recurrence Options' button. The left sidebar contains navigation links for Home, My Calendar, My Bookings, Self Service, My Self Service, Find a room, Book a specific room, Requests, My Requests, Make a request, Find a room, Request a specific room, Calendar Search, Events, and Rooms. The top right corner has a 'Staff/Staff' link and a search icon.

Options for location include:

- All
- By campus (Studley, Carlton, Sexton or Agricultural)
- By Building

### 3-3. Enter the time and/or date criteria.

3-3a. If you require a specific date and time, select the date and time of your event, and then click "Verify Availability".



**Campus Bookings** Staff Staff

Home  
My Calendar  
My Bookings

**Self Service**  
My Self Service  
Find a room  
Book a specific room

**Requests**  
My Requests  
Make a request  
Find a room  
Request a specific room

**Calendar Search**  
Events  
Rooms

Campus Bookings > Find a room

**FIND A ROOM**

**Request Criteria**

Request Type: Event Booking (Non CRN Related)

Location: All ☐ Use additional criteria

**Availability**

Choose one of these options:

**Check a specific date and time** (highlighted with purple arrow)

Date: 2015/09/24  
Start Time: 11:00 AM  
End Time: 12:00 PM  
**Verify Availability**

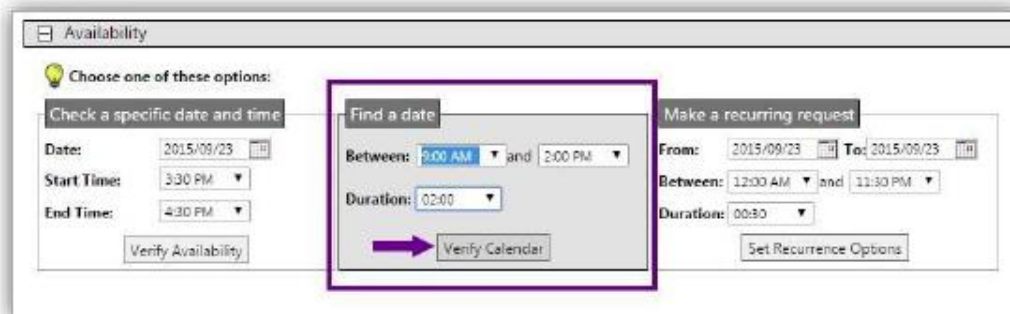
**Find a date**

Between: 12:00 AM and 11:30 PM  
Duration: 00:30  
**Verify Calendar**

**Make a recurring request**

From: 2015/09/16 To: 2015/09/16  
Between: 12:00 AM and 11:30 PM  
Duration: 00:30  
Set Recurrence Options

3-3b. If your date and/or time are flexible, use the "Find a date" option. Select the time within which you will be available and the duration your event requires.



**Availability**

Choose one of these options:

**Check a specific date and time**

Date: 2015/09/23  
Start Time: 3:30 PM  
End Time: 4:30 PM  
**Verify Availability**

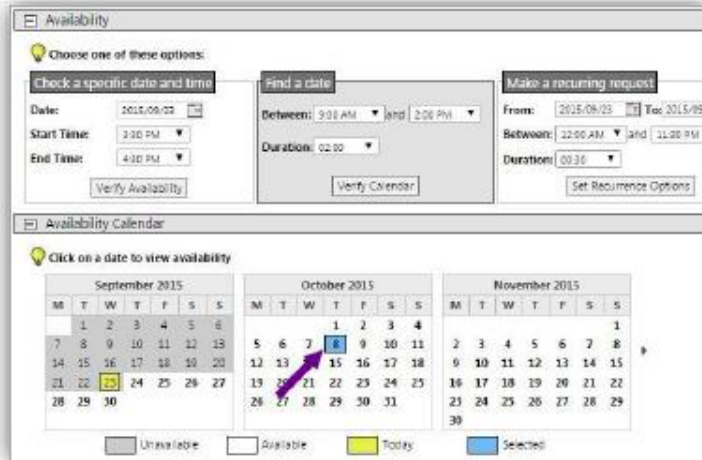
**Find a date** (highlighted with purple box)

Between: 9:00 AM and 2:00 PM  
Duration: 02:00  
**Verify Calendar** (highlighted with purple arrow)

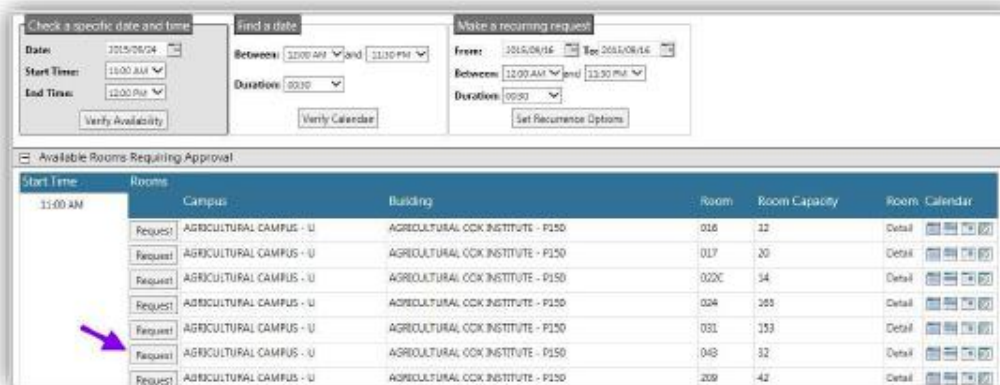
**Make a recurring request**

From: 2015/09/23 To: 2015/09/23  
Between: 12:00 AM and 11:30 PM  
Duration: 00:30  
Set Recurrence Options

Then, select the date you would like to view room availability for on the calendar.

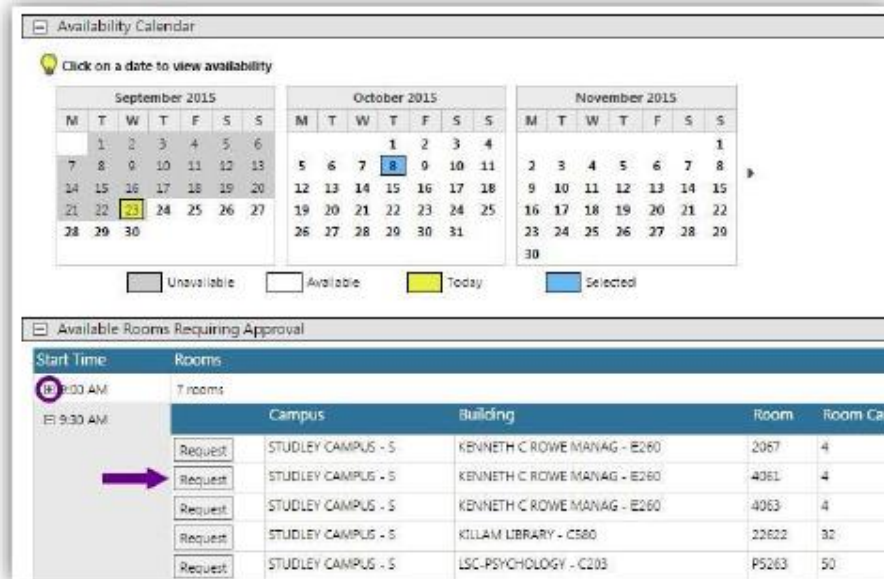


3-4. A list of rooms will appear at the bottom of your screen. Click on "Request" next to the room that best meets your needs.



Start Time	Campus	Building	Room	Room Capacity	Room Calendar
11:00 AM	AGRICULTURAL CAMPUS - U	AGRICULTURAL COX INSTITUTE - P150	016	12	Detail [Icons]
	AGRICULTURAL CAMPUS - U	AGRICULTURAL COX INSTITUTE - P150	017	20	Detail [Icons]
	AGRICULTURAL CAMPUS - U	AGRICULTURAL COX INSTITUTE - P150	022C	34	Detail [Icons]
	AGRICULTURAL CAMPUS - U	AGRICULTURAL COX INSTITUTE - P150	024	100	Detail [Icons]
	AGRICULTURAL CAMPUS - U	AGRICULTURAL COX INSTITUTE - P150	031	153	Detail [Icons]
	AGRICULTURAL CAMPUS - U	AGRICULTURAL COX INSTITUTE - P150	043	32	Detail [Icons]
	AGRICULTURAL CAMPUS - U	AGRICULTURAL COX INSTITUTE - P150	209	42	Detail [Icons]

**Note:** If you did not select a specific time, you will have to click on the + box next to the Start Time(s) to view the available rooms for that period.



**Availability Calendar**

Click on a date to view availability

September 2015							October 2015							November 2015						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
	1	2	3	4	5	6				1	2	3	4							1
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29
														30						

☐ Unavailable   
 ☐ Available   
 ☐ Today   
 ☐ Selected

---

**Available Rooms Requiring Approval**

Start Time	Rooms
10:00 AM	7 rooms
11:00 AM	

	Campus	Building	Room	Room Cap
Request	STUDLEY CAMPUS - S	KENNETH C ROWE MANAG - E260	2067	4
Request	STUDLEY CAMPUS - S	KENNETH C ROWE MANAG - E260	4061	4
Request	STUDLEY CAMPUS - S	KENNETH C ROWE MANAG - E260	4063	4
Request	STUDLEY CAMPUS - S	KILLAM LIBRARY - C580	22622	32
Request	STUDLEY CAMPUS - S	LSC-PSYCHOLOGY - C203	P5263	50

**3.5.** Click proceed on the pop-up window. You will be able to specify further details of your booking on the next page.



**C300**

You are about to submit a request.  
Room: S E260 4061

You must complete the request information page to confirm the request.

**Proceed** **Cancel**

## Step 4: Request Confirmation.

### 4.1. Enter all required fields and any relevant additional information

Event Booking Request Types will appear like this:

Campus Bookings > Find a room > Request Confirmation

Events | This Week | Search...

### REQUEST CONFIRMATION

Request Information

**Request Type:** Event Booking (Non CRN Related) (Event Booking (Non CRN Related))

**Time Information**

**Date:** 2016/05/28 **Start Time:** 9:00 AM **End Time:** 10:00 AM **Duration:** 01:00

Please enter additional time requirements here:

**Location Information**

**Campus:** S **Building:** E260 **Room:** 4061 (Detail) **Room Type:** SEM010

Please enter additional room requirements here:

**Other Information**

Please select the event type that best describes your event:  \* Required

Is this event associated with any of the following:  \* Required

Please check all that apply to your event:

<input type="checkbox"/> Food will be served	<input type="checkbox"/> Requirement to move furniture	<input type="checkbox"/> Media promoted / present	<input type="checkbox"/> Internal attendees only
<input type="checkbox"/> Alcohol will be served	<input type="checkbox"/> External service providers are being used	<input type="checkbox"/> Audio visual requirements	<input type="checkbox"/> Internal and external attendees
<input type="checkbox"/> Special set up requirements	<input type="checkbox"/> Noise (music, amplification)	<input type="checkbox"/> Screen a film or video	<input type="checkbox"/> External attendees only
<input type="checkbox"/> Government official invited or attending			

Please provide a suggested title for this event as it will appear on Campus bookings (E.g. History Dept. faculty meeting) and a brief description (Optional):

\* Minimum length not met (Need 3 more characters).

Preferred Campus for event  \* Required

Please Provide Contact Phone Number  \* Minimum length not met (Need 4 more characters).

Please add any additional requirements for this booking:

(300 character(s) left.)

Maximum number of attendees  \* Minimum length not met (Need 1 more characters).

Your request will be submitted to: campusbookings@dal.ca

**Timetable Booking Request Types will appear like this:**

Campus Bookings > Find a room > Request Confirmation
Events
This Week
Search...

### REQUEST CONFIRMATION

**Request Information**

**Request Type:** Timetable Booking (CRN Related) (Timetable Booking (CRN Related))

**Time Information**

<b>Date:</b>	<b>Start Time:</b>	<b>End Time:</b>	<b>Duration:</b>
2016/08/28	9:00 AM	10:00 AM	01:00

**Please enter additional time requirements here:**

**Location Information**

<b>Campus:</b>	<b>Building:</b>	<b>Room:</b>	<b>Room Type:</b>
S	E260	4061 (Detail)	SEM010

**Please enter additional room requirements here:**

**Other Information**

**Please select the appropriate Academic booking type:**  \* *Required*

**Please provide the course code(s) and section number(s) associated with the booking: (Eg. MATH2600 01)**

\* *Minimum length not met (Need 8 more characters).*

**Please indicate any special requirement for this booking**

(300 character(s) left)

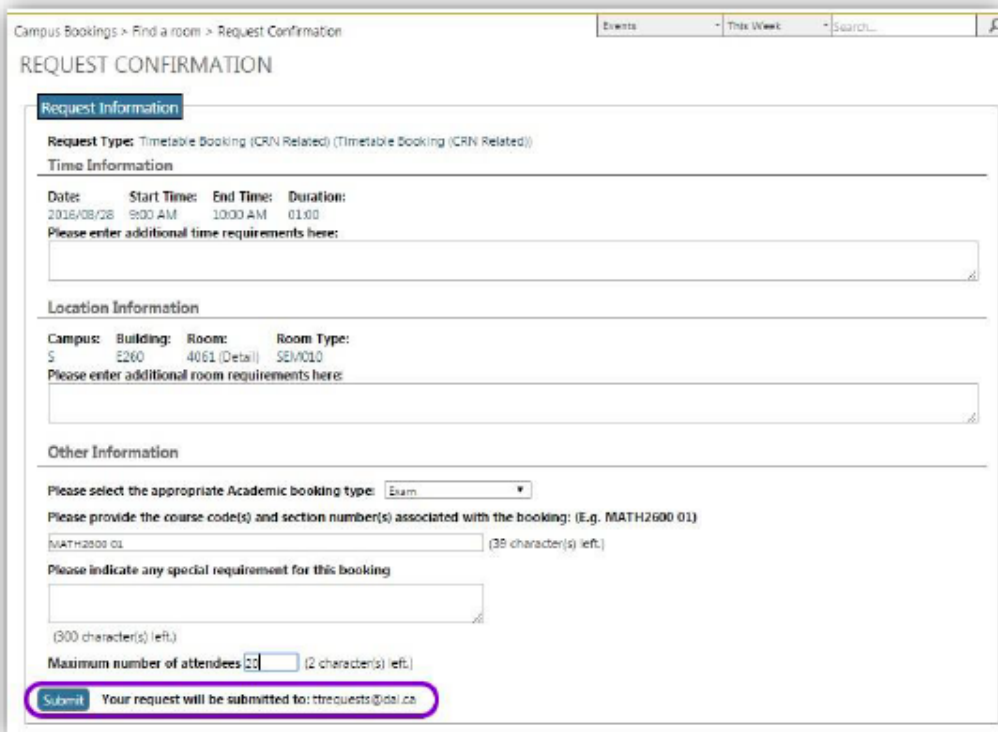
**Maximum number of attendees**  \* *Minimum length not met (Need 1 more characters).*

Submit
Your request will be submitted to: ttrequests@dal.ca



**4.2. After entering event details, click the submit button in the bottom left hand corner of the page.**

**Note:** You will be able to see where your request has been sent by looking next to the 'submit' button.



Campus Bookings > Find a room > Request Confirmation

Events | This Week | Search...

### REQUEST CONFIRMATION

**Request Information**

**Request Type:** Timetable Booking (CRN Related) (Timetable Booking (CRN Related))

**Time Information**

**Dates:** 2016/08/28 **Start Time:** 9:00 AM **End Time:** 10:00 AM **Duration:** 01:00

**Please enter additional time requirements here:**

**Location Information**

**Campus:** S **Building:** E260 **Room:** 4061 (Detail) **Room Type:** SEM010

**Please enter additional room requirements here:**

**Other Information**

**Please select the appropriate Academic booking type:** Exam

**Please provide the course code(s) and section number(s) associated with the booking: (E.g. MATH2600 01)**

MATH2600 01 (38 character(s) left)

**Please indicate any special requirement for this booking**

(300 character(s) left)

**Maximum number of attendees:** 25 (2 character(s) left)

**Submit** Your request will be submitted to: ttrequests@dal.ca

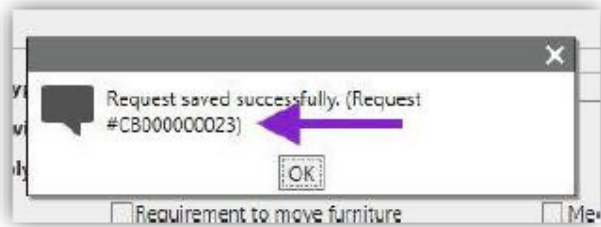
**4.3. Click OK**





### Step 5: Confirmation Number

5-1. After you hit submit you will get a confirmation number for your request.

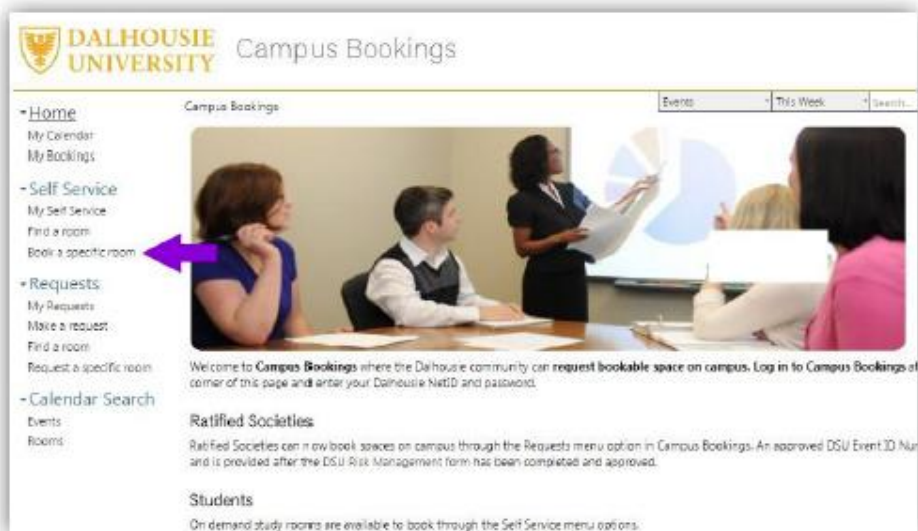


[Return to Introduction](#)

## How can I make a Self Serve request?

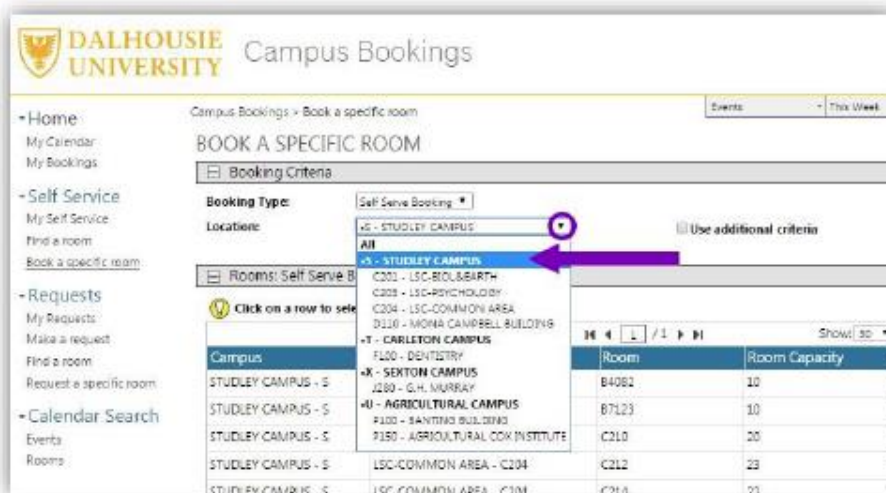
A specific bank of rooms have been designated for Self Serve room bookings. This means that if the room is available, and you request it, it will be automatically approved. Staff, faculty and students may book these rooms for a maximum of two hours per day, up to five days in advance, within regular business hours.

**Step 1: Under the Self Service menu heading, click “Book a specific room” on the left hand side of the page**



## Step 2: Select Location

**2-1. Click on the arrow to the right of the Location drop down option, and then select the Campus and/or building you'd like to search in.**



**DALHOUSIE UNIVERSITY Campus Bookings**

Campus Bookings > Book a specific room

**BOOK A SPECIFIC ROOM**

Booking Criteria

Booking Type: Self Serve Booking

Location: **STUDLEY CAMPUS** (dropdown arrow highlighted with a purple circle)

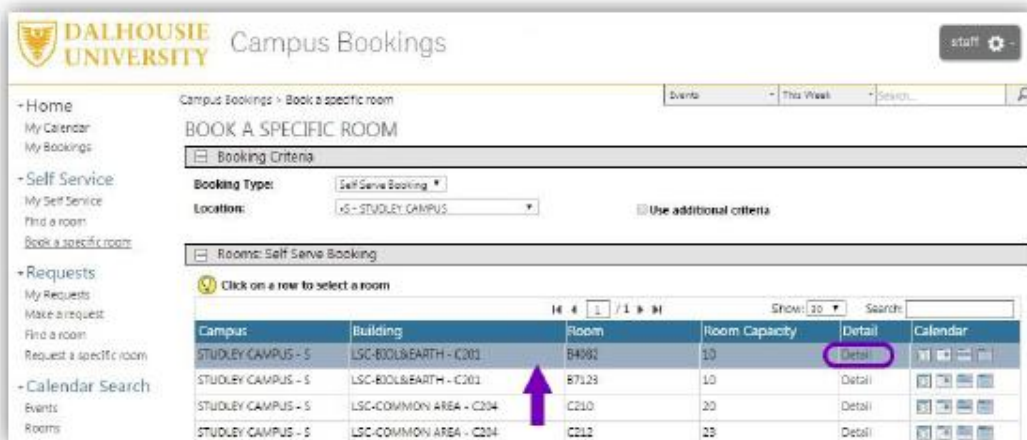
Use additional criteria

Rooms: Self Serve Booking

Click on a row to select

Campus	Room	Room Capacity
STUDLEY CAMPUS - S	B4062	10
STUDLEY CAMPUS - S	B7123	10
STUDLEY CAMPUS - S	C210	20
STUDLEY CAMPUS - S	C212	20
STUDLEY CAMPUS - S	C214	22

**2-2. Click on the room you wish to select.**



**DALHOUSIE UNIVERSITY Campus Bookings**

Campus Bookings > Book a specific room

**BOOK A SPECIFIC ROOM**

Booking Criteria

Booking Type: Self Serve Booking

Location: **STUDLEY CAMPUS**

Use additional criteria

Rooms: Self Serve Booking

Click on a row to select a room

Campus	Building	Room	Room Capacity	Detail	Calendar
STUDLEY CAMPUS - S	LSC-BIOLEARTH - C201	B4062	10	<b>Detail</b>	
STUDLEY CAMPUS - S	LSC-BIOLEARTH - C201	B7123	10	Detail	
STUDLEY CAMPUS - S	LSC-COMMON AREA - C204	C210	20	Detail	
STUDLEY CAMPUS - S	LSC-COMMON AREA - C204	C212	20	Detail	

**Note:** You can also click on the room 'detail', circled in image above, to view room details, including available photos.

### Step 3: Select Date and Time

Select the date and time. Then click 'Verify Availability'.

Calendar Search  
Events  
Rooms

STUDLEY CAMPUS - S	LSC-BIOL&EARTH - C201	B7123
STUDLEY CAMPUS - S	LSC-COMMON AREA - C204	C210
STUDLEY CAMPUS - S	LSC-COMMON AREA - C204	C212
STUDLEY CAMPUS - S	LSC-COMMON AREA - C204	C214
STUDLEY CAMPUS - S	LSC-PSYCHOLOGY - C203	P4208
STUDLEY CAMPUS - S	LSC-PSYCHOLOGY - C203	P5208
STUDLEY CAMPUS - S	MONA CAMPBELL BUILDING - D110	3011
STUDLEY CAMPUS - S	MONA CAMPBELL BUILDING - D110	4013

Availability: S C201 B4082

Choose one of these options:

Check a specific date and time

Find a date

Date: 2016/08/20  
Start Time: 3:00 PM  
End Time: 4:30 PM  
Verify Availability

Between: 12:00 AM and 11:30 PM  
Duration: 00:30  
Verify Calendar

**Note:** If you are flexible with your date and time, try using the 'Find a date' feature to see when the room is available.

### Step 4: Click "Book" for the time you require

Availability: S C201 B4082

Choose one of these options:

Check a specific date and time

Find a date

Date: 2016/08/26  
Start Time: 3:00 PM  
End Time: 4:30 PM  
Verify Availability

Between: 12:00 AM and 11:30 PM  
Duration: 00:30  
Verify Calendar

Room Availability: S C201 B4082

Start Time  
3:00 PM  
Book

## Step 4: Confirm Details

### 4-1. Enter the number of attendees and click Confirm



Campus Bookings > Book a specific room > Booking Confirmation

Events | This Week | Search

### BOOKING CONFIRMATION

**Booking information**

Booking Type: Self Service Booking

**Number of Attendees:** 1

**Time Information**

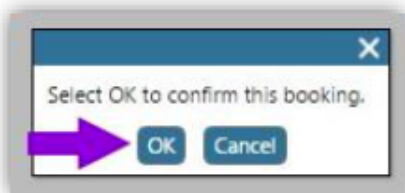
Date:	Start Time:	End Time:	Duration:
2016/08/22	12:00 PM	12:30 PM	00:30

**Location Information**

Campus:	Building:	Room:	Room Type:
S	C204	C214 (Detail)	SEM/010

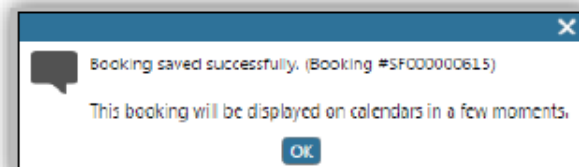
**Confirm** Your booking will be submitted to: campusbookings@dal.ca

### 4-2. Click OK



## Step 5: Confirmation Number

### 5-1. After you hit submit you will get a confirmation number for your request. Click OK.



## How can I see that my request has been approved?

### 1. Campus Bookings

Campus Bookings is the recommended method for verifying your request has been approved, as well as for viewing other details of your request.

Log in to Campus Bookings at [www.campusbookings.dal.ca](http://www.campusbookings.dal.ca) and select "My Bookings".





You will then be able to see all of your bookings. In the first column, marked "Booking", you will see each booking's reference number as well as a status symbol.






Approved



Pending



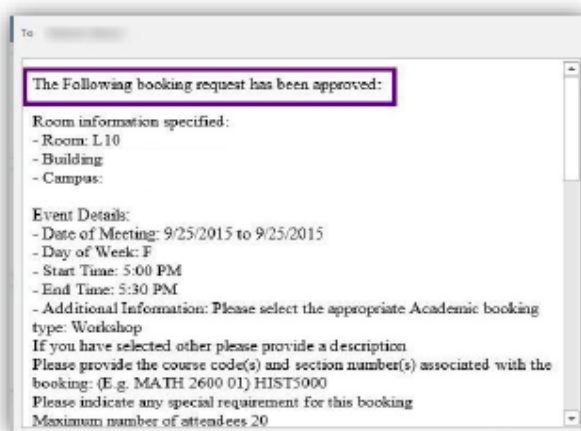
Cancelled

Campus Bookings > My Bookings		
MY BOOKINGS		
<input type="checkbox"/> By occurrence		
Booking	Date	Time
 CB000000022	Wednesday, September 23, 2015	3:00 PM - 5:00 PM
 TT000000020	Friday, September 25, 2015	3:30 PM - 4:00 PM
 TT000000021	Friday, September 25, 2015	5:00 PM - 5:30 PM

## 2. Email

After your request has been approved, you will receive another email, indicating the status of your booking.

**Important Note:** While your email is a good place to be notified of request approvals, cancellations, etc., it is best to log in to Campus Bookings to view the current details of your booking.



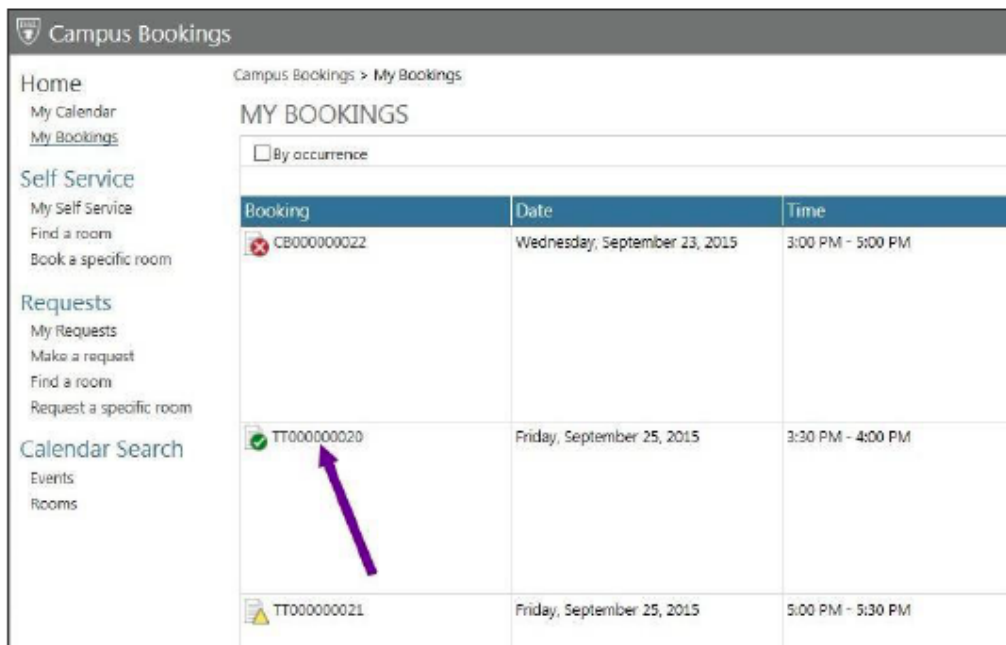
[Return to Introduction](#)

## How do I modify my request?

You can only modify a request while it still has a 'Pending' status. If you wish to make a change after the request has already been approved, you will have to cancel the booking and resubmit your request.

To modify your booking while its status is still pending:

**Step 1: In "My Bookings", select the booking you wish to modify.**



**Campus Bookings**

Home  
My Calendar  
My Bookings

Self Service  
My Self Service  
Find a room  
Book a specific room




Requests  
My Requests  
Make a request  
Find a room  
Request a specific room

Calendar Search  
Events  
Rooms

Campus Bookings > My Bookings

**MY BOOKINGS**

☐ By occurrence

Booking	Date	Time
 CB000000022	Wednesday, September 23, 2015	3:00 PM - 5:00 PM
 TT000000020	Friday, September 25, 2015	3:30 PM - 4:00 PM
 TT000000021	Friday, September 25, 2015	5:00 PM - 5:30 PM



**Step 2: Click on the “Modify this Request” button at the bottom of your request screen.**

Other Information

Please select the appropriate Academic booking type:  
Workshop

If you have selected other please provide a description:  
<not specified>

Please provide the course code(s) and section number(s) associated with the booking: (E.g. MATH 2600 01):  
STAT3000

Please indicate any special requirement for this booking:  
<not specified>

Maximum number of attendees:  
20


History

Date	To	Status:	Subject:
Sep 17, 2015 1:33 PM	Sub-Academic	Submitted	Campus Bookings Request Submitted - TT00000002

Cancel this request
Modify this request

**Step 3: Select which modifications you would like to make and click “Proceed”.**

Request Modification


By modifying this request, a new request will be submitted and the original request will be cancelled.


Please select one of the following options:

☒ Keep the same room, find a different date or time

☐ Find a different room, and optionally change date or time

☐ Keep the same room, date and time, and only change other information (additional requirements, number of attendees, etc.)

Please note that, in all cases, you will have the opportunity to modify additional requirements, number of attendees and other information.


Proceed
Cancel

**Note:** You can only make certain modifications to a pending request. You are limited to the choices presented to you in the “Request Modification” window.

#### Step 4: Modify relevant details and/or make selections (as you did when you created the request)

For ratified societies, revisit [How do I request a space for a ratified society?](#) and for staff and faculty, revisit [How do faculty and staff request a space?](#)

#### Step 5: Click the “Submit” button at the bottom of the screen.

My Bookings  
Self Service  
My Self Service  
Find a room  
Book a specific room  
Requests  
My Requests  
Make a request  
Find a room  
Request a specific room  
Calendar Search  
Events  
Rooms

### REQUEST MODIFICATION CONFIRMATION

Request Information

**Request Type:** Timetable Booking (CRN Related)

Time Information

<b>Date:</b>	<b>Start Time:</b>	<b>End Time:</b>	<b>Duration:</b>
2015/10/07	4:30 PM	5:00 PM	00:30

**Please enter additional time requirements here:**

Location Information

<b>Campus:</b>	<b>Building:</b>	<b>Room:</b>	<b>Room Type:</b>
S	E600	127 (Detail)	CL5010

**Please enter additional room requirements here:**

Other Information

**Please select the appropriate Academic booking type:** Workshop

**If you have selected other please provide a description** (300 character(s) left.)

**Please provide the course code(s) and section number(s) associated with the booking: (E.g. MATH 2600 01)**

STAT5000 (42 character(s) left.)

**Please indicate any special requirement for this booking** (300 character(s) left.)

**Maximum number of attendees** 20 (1 character(s) left.)

**Submit** Your request will be submitted to: ttrequests@dal.ca

[Return to Introduction](#)

## How do I cancel my request?

### To Cancel the Entire Request:

#### 1. Go to "My Bookings"



#### 2. Click on the "Cancel" button in the far right column in the row of the request you wish to cancel.

Campus Bookings > My Bookings

Events | This Week | Search

### MY BOOKINGS

By occurrence

Filter: Upcoming Bookings

Show: 30

Booking	Date	Time	Approved Room(s)	Requested Room	Additional Information	
SF000000615	Monday, August 22, 2016	12:00 PM - 12:30 PM	S C204 C214	S C204 C214		Cancel
TT0000002704	Sunday, August 28, 2016	9:00 AM - 10:00 AM		S E260 4061	Please select the appropriate Academic booking type: Exam Please provide the course code(s) and section number(s) associated with the booking: (E.g. MATH2600 01) MATH2600 01	Cancel

OR

Select the booking you would like to cancel by clicking on the reference number.

Home  
My Calendar  
My Bookings

Self Service  
My Self Service  
Find a room  
Book a specific room

Requests  
My Requests  
Make a request  
Find a room  
Request a specific room

Calendar Search  
Events  
Rooms

Campus Bookings > My Bookings

### MY BOOKINGS

☐ By occurrence

Booking	Date	Time
 CB000000022	Wednesday, September 23, 2015	3:00 PM - 5:00 PM
 TT000000020	Friday, September 25, 2015	3:30 PM - 4:00 PM




Then, click the button at the bottom of the screen marked "Cancel this Request"

Campus Bookings > My Bookings > Request #TT000002697

REQUEST #TT000002697

**Booking Details**

Request Type: Timetable Booking (CRN Related) (Timetable Booking (CRN Related))  
Submitted to: hrequests@dal.ca  
Status:  Approved  
View Calendar: ☒ Schedule ☐ Daily ☐ Weekly ☐ Monthly

**Time Information**

Start Date: Wednesday, August 31, 2016 End Date: Tuesday, November 08, 2016 Start Time: 11:30 AM End Time: 12:00 PM Duration: 00:30  
Occurs every week(s) on Tuesday until 11/8/2016.




**Occurrences**

**Room Information**


Room: S D429 2L70 (Details) Room Type: CLS100 - CLSROOM PLAT FLOOR CAP > 25 Room Configuration: Default

**Original Request**

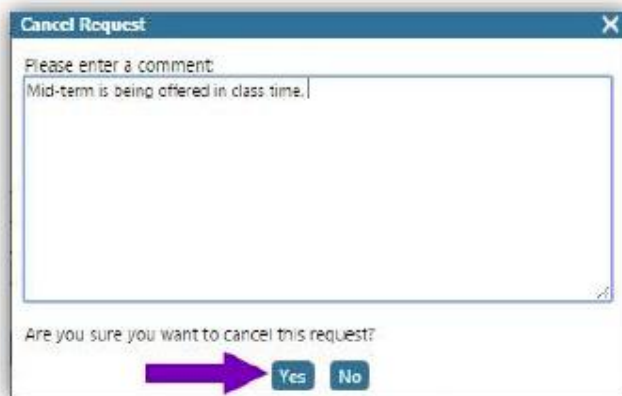
**History**

Date	To	Status	Subject
Aug 16, 2016 12:31 PM	Sub-Academic	Modification	Campus Bookings Request Modified - TT000002697 
Jul 27, 2016 2:54 PM	Sub-Academic	Approved	Campus Booking Request Approved - TT000002697 
Jul 27, 2016 11:23 AM	Sub-Academic	Submitted	Campus Bookings Request Submitted - TT000002697 

3 records

 **Cancel this request**

3. Enter the reason you wish to cancel and click OK.



A screenshot of a 'Cancel Request' dialog box. The title bar is blue with a close button. The main area has a text input field with the placeholder 'Please enter a comment:' and the text 'Mid-term is being offered in class time.' Below the input field is a confirmation question: 'Are you sure you want to cancel this request?'. At the bottom are two buttons: 'Yes' and 'No'. A large purple arrow points to the 'Yes' button.

Your booking status should now appear with a cancelled symbol to the left of the reference number.



A screenshot of a web page showing booking details. The breadcrumb trail is 'Campus Bookings > My Bookings > Request #TT000002697'. Below this is the heading 'REQUEST #TT000002697'. A tab labeled 'Booking Details' is selected. The details include: 'Request Type: Timetable Booking (CRN Related) (Timetable Booking (CRN Related))', 'Submitted to: ttrequests@dal.ca', and 'Status:  Cancelled by the requestor'.

### To Cancel a Single Occurrence:

1. Go to "My Bookings" as shown in Step 1 above.
2. Select your desired booking.



Home  
My Calendar  
My Bookings

Self Service  
My Self Service  
Find a room  
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Requests  
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Calendar Search  
Events  
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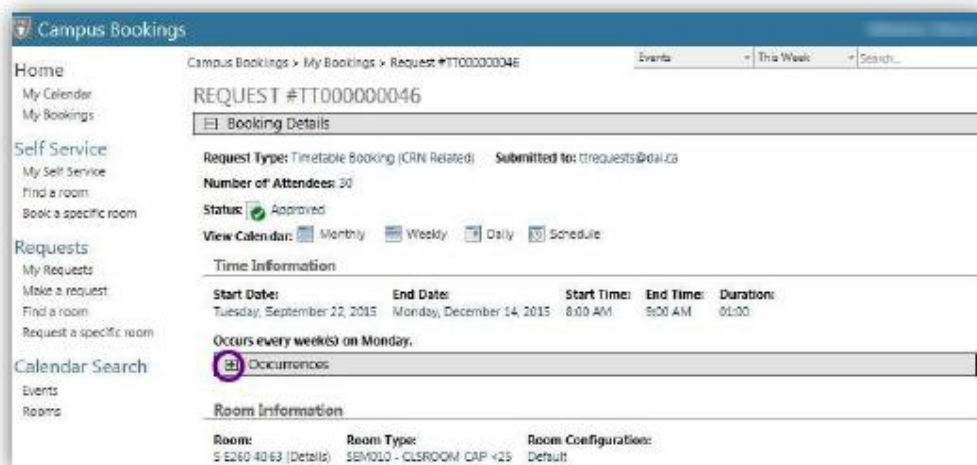
Campus Bookings > My Bookings

MY BOOKINGS

☐ By occurrence

Booking	Date	Time
CB000000022	Wednesday, September 23, 2015	3:00 PM - 5:00 PM
TT000000020	Friday, September 25, 2015	3:30 PM - 4:00 PM

3. If you do not see a list of your occurrences, click on the plus button in the "Occurrences" bar.



Campus Bookings

Campus Bookings > My Bookings > Request #TT000000046

REQUEST #TT000000046

Booking Details

Request Type: Timetable Booking (ICRNI Related) Submitted to: trequests@dal.ca

Number of Attendees: 30

Status: Approved

View Calendar: ☐ Monthly ☐ Weekly ☐ Daily ☒ Schedule

Time Information

Start Date: Tuesday, September 22, 2015 End Date: Monday, December 14, 2015 Start Time: 8:00 AM End Time: 9:00 AM Duration: 01:00

Occurs every week(s) on Monday.

Occurrences

Room Information

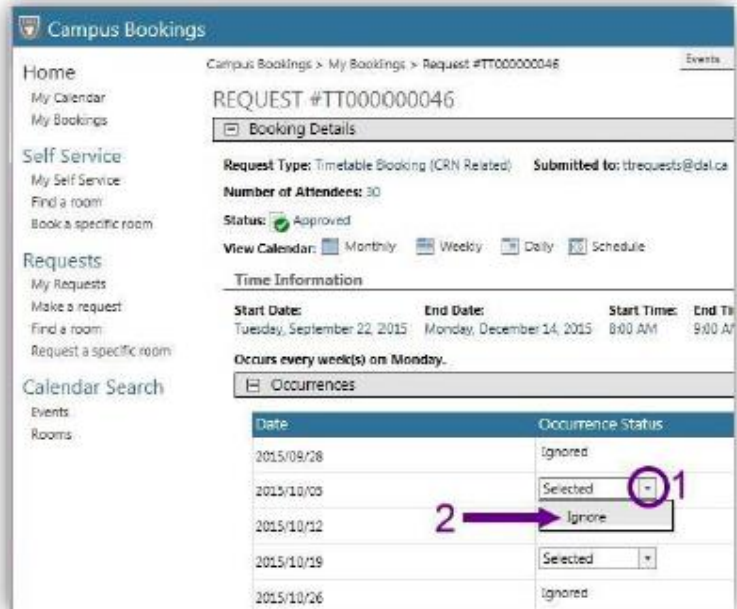
Room: S E260 40 63 (Details) Room Type: SEM010 - CLSROOM CAP <25 Room Configuration: Default



#### 4. Next to the date (occurrence) you wish to cancel:

1. On the right side of the 'Occurrence Status' field, click on the arrow.

2. Select 'Ignore'.



**Campus Bookings**

Home  
My Calendar  
My Bookings

Self Service  
My Self Service  
Find a room  
Book a specific room

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My Requests  
Make a request  
Find a room  
Request a specific room

Calendar Search  
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Campus Bookings > My Bookings > Request #TT000000046

**REQUEST #TT000000046**

Booking Details

Request Type: Timetable Booking (CRN Related) Submitted to: ttrequests@dal.ca

Number of Attendees: 30

Status: Approved



View Calendar: ☐ Monthly ☐ Weekly ☐ Daily ☒ Schedule

Time Information

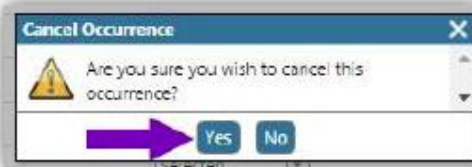
Start Date: Tuesday, September 22, 2015 End Date: Monday, December 14, 2015 Start Time: 8:00 AM End Time: 9:00 AM

Occurs every week(s) on Monday.


Occurrences



Date	Occurrence Status
2015/09/28	Ignored
2015/10/05	Selected 
2015/10/12	Ignore
2015/10/19	Selected 
2015/10/26	Ignored

#### 5. Click 'Yes' in the pop up window.



**Cancel Occurrence**

 Are you sure you wish to cancel this occurrence?

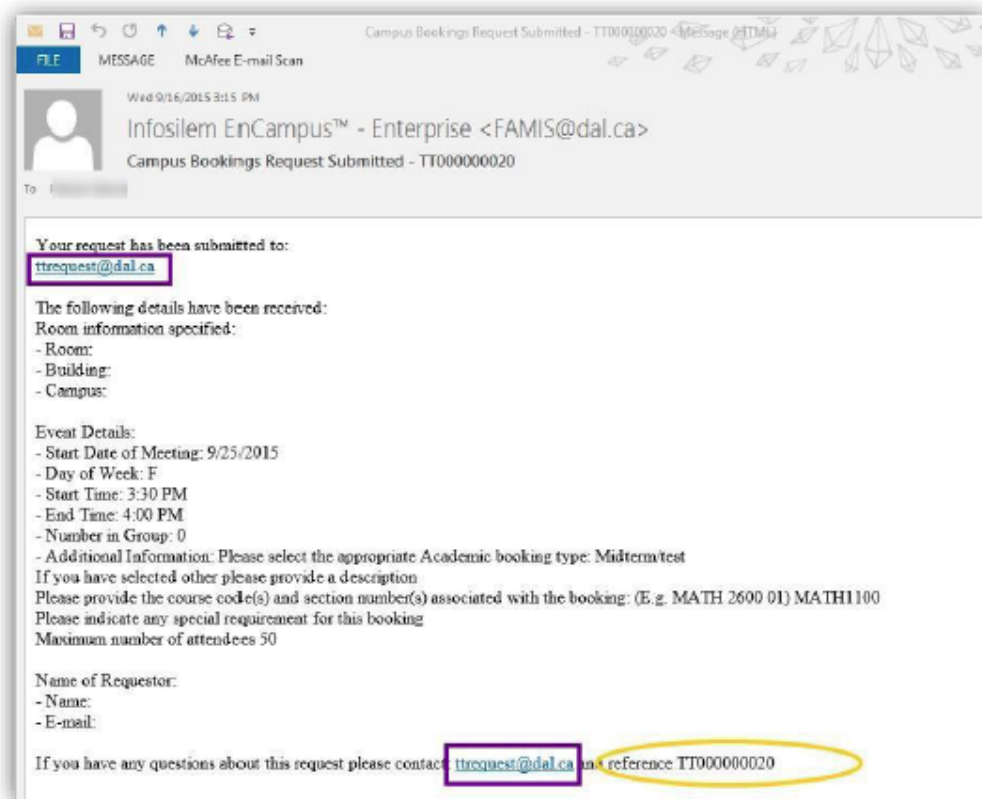
 

[Return to Introduction](#)

## How do I know who to contact?

### Step 1: Open the email you receive from Campus Bookings

After you complete your request, you will receive an email from Campus Bookings possibly outlining the details. If you wish to contact someone regarding your request, you will find an email address located at the top (and middle) of the email you receive (indicated by purple rectangles).



### Step 2: Find the reference number

When submitting an email regarding the request, you must refer to the reference number given to you in the email from Campus Bookings (indicated by yellow circle above). Please note that if you have made changes to a pending request, your reference number will have changed since you initially submitted the request.





Browser compatibility for Campus Bookings Portal:

- Microsoft Internet Explorer 10, 11, Edge
- Mozilla Firefox 42
- Google Chrome 46
- Safari on OS X 10.9, 10.10 and 10.11

Browser compatibility for mobile devices:

- Safari IOS7 / Safari IOS9
- Chrome (Android 4+)
- Internet Explorer 10 Mobile, Internet Explorer 11 Mobile

## **Appendix “H”**

### Booking Conditions:

1. "Noisy Bookings" means bookings that have live music, microphones, equipment that make loud sounds, or a large crowd of people who create noise that affect the ability to teach academic courses in Common Pool Rooms.
2. Noisy Bookings should not be booked in lobbies, circulation space, or atriums when academic classes have been scheduled. Noisy bookings that are:
  - a. University Supported Bookings, will be reviewed. Alternate space for academic classes will be assessed with support from the Registrar's Office in advance of the noisy booking. If alternate space is not possible, then the Registrar's Office will contact the professor(s) of the academic course to discuss impact of noise on their course. If noise will impact their course, then the booking will not occur unless it receives approval in advance of the booking from the Booking Appeals Committee; and
  - b. Not University Supported Bookings, may not be allowed it to occur until academic scheduled courses are finished that day; and c. May be terminated. The University reserves the right to terminate noisy bookings.
3. If a booking is to be advertised externally by way of print, media adds or posters, and the advertisement clearly represents Dalhousie University through using any element of the university visual identity (including word marks, logos, and slogans), the organizers of the booking are required to consult with the Marketing unit of Communications & Marketing to ensure the representation of Dalhousie is appropriate.
4. All bookings using external vendors or suppliers must be reviewed by the University Risk Management Co-ordinator to determine insurance requirements. The Requestor of the booking must provide proof of insurance.
5. Computer labs will only be booked for bookings requiring computers.
6. Faculty, students and staff booking space for personal use will be treated as an External User booking.
7. Bookings by External Users or Internal Users will not be associated with organizations or associations that are competitors or put the University's reputation at risk.

## **Appendix “I”**

Advanced Bookings: Bookings can be booked in advance according to the timeline outlined in Appendix C of *Guidelines and Protocols*:

- a. University Business Meetings - up to 3 months in advance once the Registrar's Office has completed the booking of all academic regular sessional classes.
- b. University Supported Bookings - up to 1 year in advance with approval from the Registrar's Office on space should it occur within the academic week.
- c. DSU Ratified Society bookings - up to 3 months in advance within the fall and winter terms once the Registrar's Office has completed the booking of all academic regular sessional classes.
- d. Conferences that require bookings more than 9 months in advance for a particular space – Registrar's Office approval , excluding exceptions outlined in Appendix J of *Guidelines and Protocols*
- e. Self-Serve Room bookings - up to 5 days in advance for a maximum of a 2 hour time period per booking.

## **Appendix “J”**

Exceptions:

1. Event & Conference Services has priority access for summer use of the McCain Building common pool classrooms for conferences based on the memorandum of February 28, 2005 and the principles outlined in the memorandum of September 29, 2000.