



## **Mountwest Administrative Procedure Room Reservation for College Events**

**Purpose:** To provide a consistent process for reserving campus rooms for college-related events using Microsoft Outlook, ensuring proper coordination of space, technology, and services.

**Scope:** This procedure applies to all Mountwest faculty, staff, and student organizations seeking to reserve a campus room for official events or meetings.

### **Definitions:**

- Event Organizer: The individual requesting the room reservation.
- Outlook Calendar: Microsoft Office calendar system used for scheduling rooms and sending meeting invitations.
- Room Resource: A calendar resource in Outlook representing a reservable space on campus.

### **Important Note:**

All room reservations must be completed using Outlook on the web browser via Mountwest Email (<https://outlook.office.com/mail/>). The desktop and mobile apps do not reliably display all Mountwest room resources and should not be used to submit room requests.

### **Procedure:**

1. From the Mountwest homepage, click "Email." With Microsoft Outlook open, create a new calendar event.
2. In the Event Name, clearly state the purpose of the event.
3. Enter the Date and Time of the event.
4. Add the room location from the available list.
5. In the Body/Notes section of the event invitation, include the following required information:
  - Expected Attendance (e.g., "Approx. 35 attendees")
  - Room Setup Type (e.g., banquet, classroom, U-shape)
  - Technology Needs (e.g., projector, microphone, smartboard; if none, write "No tech needed")



- Food or Catering Details (e.g., “Boxed lunches provided,” “No food will be served”)
6. Add any relevant attendees (individuals or groups) to the invitation.
  7. Send the invitation. The room request will be routed to the calendar system and approved based on availability.
  8. If the reservation is denied or changes are needed, you will receive a notification with instructions.

#### **Responsibilities:**

Event Organizer: Completes and submits the Outlook reservation request with all required details.

- Administrative Office/Room Manager: Reviews and approves room requests, ensures setups and services are in place.
- IT and Facilities Staff: Provide technology and room setup based on the submitted information.

#### **Approval and Revision History:**

Effective Date: January 6<sup>th</sup>, 2026