

# Employees: How to Book a Meeting Room in Plaza

How do I find an available room for a meeting?

- go to facilities website / Booking Rooms & Events / Internal Room Bookings

**Kwantlen Polytechnic University - Room Bookings**

Surrey: B106 Meeting Room

Meeting Room (Capacity: 16 max.)

**Weekly Availability Schedule**  
 Sunday - Not available  
 Monday 08:00 AM - 10:00 PM  
 Tuesday 08:00 AM - 10:00 PM  
 Wednesday 08:00 AM - 10:00 PM  
 Thursday 08:00 AM - 10:00 PM  
 Friday 08:00 AM - 10:00 PM  
 Saturday 08:00 AM - 04:00 PM

Welcome Marnie McFarlane, you are logged in.

Your Current Room Bookings | Map | Help | Logout

Go to today | Two days | Weekly | Bi-weekly

**List of Current Bookings for Surrey: B106 Meeting Room**

November 2009	November 2009
<b>23 Monday</b> 01:30 PM - 02:30 PM Strat. Enr. mgmt Reserved by: Michelle Sutter (local: 2929) 02:30 PM - 03:30 PM Meeting Reserved by: Linda Gomes (local: 2298)	<b>Thursday 26</b> 10:00 AM - 12:00 PM Employee evaluation meeting Reserved by: homestay (local: 2352) 12:00 PM - 02:00 PM Student Parent Program Reserved by: Lily Yew (local: 2098) 02:00 PM - 03:15 PM Interviews Reserved by: Jennifer Reddington (local: 2939)
<b>24 Tuesday</b> 10:30 AM - 01:00 PM HFA Table Officers Meeting Reserved by: Erica Todd (local: ) 01:30 PM - 03:30 PM Sandy Kuzyk - Chancellor & Foun ... Reserved by: Sandy Kuzyk (local: 2078) 03:30 PM - 05:30 PM SFRSF Organizing Meeting Reserved by: Barbara Maloney (local: 2014)	<b>Friday 27</b> 08:00 AM - 10:00 PM CMC, FM, Karen Metzger Reserved by: Maureen Hargreaves (local: 2400)
<b>25 Wednesday</b>	<b>Saturday 28</b>

**Step: 1**

Start here Select the Campus Then click: Create Room Booking

List of the rooms you could book

**New Room Booking Request**

Reserved by: Marnie McFarlane/kwantlen/Ca

Phone / Extension: 2292

Email Address: Marnie.McFarlar

Find an available room for a specific time:

Purpose: Facilities Meeting << - required - >>

Date: 11/30/2009

Site to search: Surrey

Start time: 01:00 PM

End time: 02:00 PM

# of attendees: 8

Search for available rooms | Reset

**Step: 2**

Select day of your meeting

Select the time for the meeting

Click here to start the search for available room

**New Room Booking Request** Status: Pending

Reserved by: Marnie McFarlane/kwantlen/Ca

Phone / Extension: 2292

Email Address: Marnie.McFarlane@kwantlen.ca

Find an available room for a specific time:

Purpose: Facilities Meeting << - required - >>

Date: 12/21/2009

Site to search: Surrey

Start time: 10:30 AM

End time: 02:30 PM

# of attendees: 8

Search for available rooms | Reset

**Search Results:** Room: B106 Meeting Room/Surrey Select one of these available rooms.

B106 Meeting Room/Surrey  
 B209 Meeting Room/Surrey  
 D3416 Meeting Room/Surrey

Save | Cancel

Powered by I.E.T. - Kwantlen

**Step: 3**

Available rooms: Select one, then click Save

**Note:** All requests are pending, until approved. You will be notified by email with the approval. Typically, booking approvals are emailed to the requestor on the same day as the booking was received.

Reasons you aren't able to book a room:

- The campus is closed on the day you requested or
- The time submitted is outside of operating hours