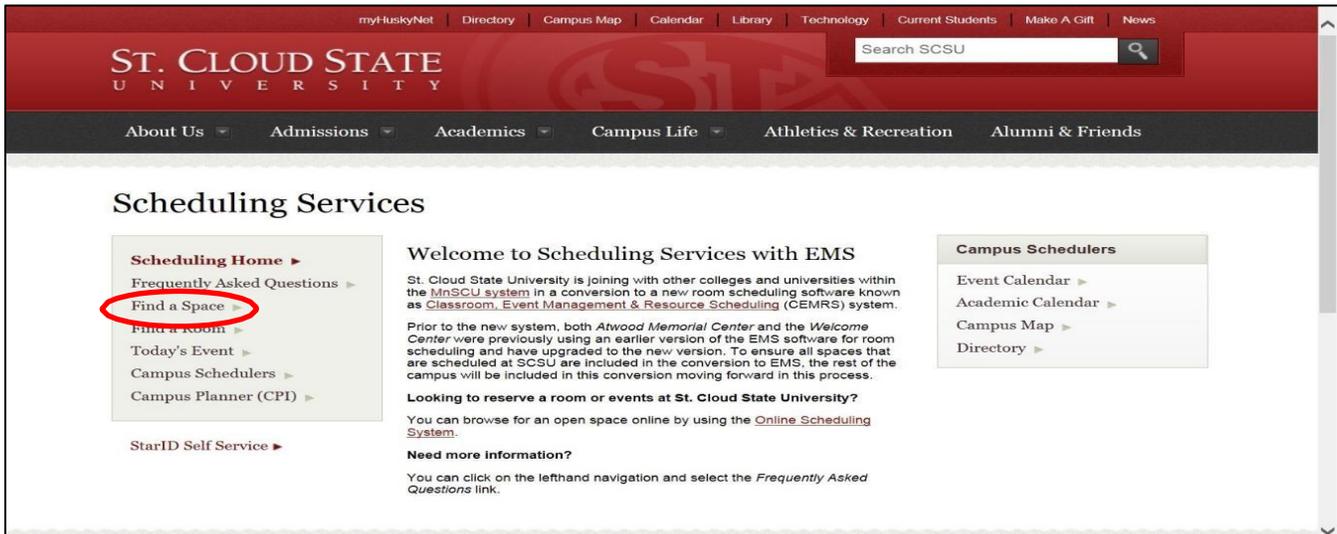


Find a Space

Meeting & Event Reservation Instructions

This application is used to schedule a room for a meeting or event only. If you need to schedule a room for a course, please follow the instructions for Term Course Maintenance (TCM)

1. Go to www.stcloudstate.edu/scheduling
2. Select "Find a Space" link from the column on the left



3. Select "Welcome Guest" from the menu bar and Login in with your Star ID and Password

MINNESOTA STATE

Campus Room Scheduling - St. Cloud State University

Welcome, Guest.

HOME

CREATE A REQUEST

BROWSE

EVENTS

LOCATIONS

LINKS

- Campus Map
- Parking
- Conference & Events Site
- Catering
- Atwood Building Hours
- Need a Star ID?

SITE HOME MY HOME

WELCOME!

Campus Room Scheduling allows users to view events on campus, as well as request/reserve rooms.

To make a request/reservation, log in through the **My Home** link above, using your StarID username and password. If you need assistance with your StarID, please visit <http://starid.minnstate.edu> or the Service Desk at <https://servicedesk.minnstate.edu>.

If you do not have a StarID, or need to contact Scheduling directly, please use the **Campus Contact** link on the left.

4. Scroll to “University Classrooms” and select “book now”

HOME	Atwood/Centennial Walkway Banner Space	book now	about
CREATE A RESERVATION	Bake Sale/Promotional Spaces Outside of Atwood	book now	about
MY EVENTS	Centennial Hall 455	book now	about
BROWSE	Community Garden Gazebo	book now	about
EVENTS	Eastman 250 Rooms	book now	about
LOCATIONS	Eastman Classrooms, Lounge, and Patio	book now	about
PEOPLE	Eastman Conference Rooms	book now	about
LINKS	Eastman Relaxation Rooms	book now	about
Campus Map	Final Exam Rooms	book now	about
Parking	Garvey Den and Garvey Conference Room	book now	about
Conference & Events Site	ISELF Conference Rooms	book now	about
Catering	Miller Center Classrooms	book now	about
Atwood Building Hours	Miller Center Conference Rooms	book now	about
Need a Star ID?	Rehearsal Rooms	book now	about
Underground Reservations	University Classrooms	book now	about
	Welcome Center	book now	at

5. Enter the "Date", "Time" and "Number of Attendees" for the reservation choose "Search"

University Classrooms 📍 My Cart (0) Create Reservation

1 Rooms ▶ **2 Reservation Details**

New Booking for Fri Jun 12, 2020 Next Step

Date & Time	Selected Rooms
Date Fri 06/12/2020 📅 Recurrence	Your selected Rooms will appear here.
Start Time 8:00 AM 🕒	Room Search Results
End Time 9:00 AM 🕒	
Create booking in this time zone Central Time ▼	Rooms matching your search criteria will appear here.
Locations Add/Remove SCSU_University Classrooms	
Search	
Let Me Search For A Room	
Features Add/Remove (none)	
Number of People	

6. Select the green + in front of the room and then select "Next Step"

✕ University Classrooms My Cart (1) Create Reservation

1 Rooms 2 Reservation Details

New Booking for Wed Sep 16, 2020 Next Step

Date & Time

Date: Wed 09/16/2020 Recurrence

Start Time: 8:00 AM End Time: 9:00 AM

Create booking in this time zone: Central Time

Locations: Add/Remove
SCSU_University Classrooms Search

Let Me Search For A Room

Features: Add/Remove
(none)

Number of People: Search

Selected Rooms Attendance & Setup Type

108 Classroom

Room Search Results

LIST SCHEDULE

Favorite R... Find A Room Search

	7 AM	8	9	10	11	12 PM	1	2	3	4
Rooms You Can Reserve										
SCSU_BH_Brown Hall (CT) Cap										
+ 108 Classroom 200						CHEM-2	STAT-19	CHEM-2		MM
+ 201 Classroom 48						ABA-635-01 Behavioral Ap				
+ 212 Classroom 35			PHYS-33	PHYS-13	PHYS-33	PHYS-33				GERO-52
SCSU_CH_Centennial H... Cap										
+ 100 Lecture Room 116						PHIL-194-01	CPSY-361-01			
+ 106 Classroom ITV 24						ANTH-630-0	ANTH-631-0	GEOG-369-0	ANTH-53	
+ 107 Classroom 22								HONS-211-01 Genocide		
+ 108 Classroom 22			COLL-15	HONS-1	PHIL-303-01					COLL-197

7. Enter all related event details. All fields boxed in red must be filled in and then select “Create Reservation”

Reservation Details

Event Details

Event Name *

Event Type *

Group Details

Group *



1st Contact

Additional Information

Any Additional Information or Comments

Is this a fundraiser or is an admission/registration fee involved? *

Will your event include off-campus participants? *