

## Students & Student Group Room Bookings – How To

### Contents

Good to Know / Tips for Student Groups + Students: .....	1
Booking Study Space .....	2
Room Bookings Headings: .....	3
How to request a SINGLE OCCURRENCE or RECURRING room booking through “New Booking”: .....	3
How to request a SINGLE OCCURRENCE room booking through “Rooms” (Calendar search view): .....	8

### Good to Know / Tips for Student Groups + Students:

- ***REMINDER for STUDENT GROUPS!*** Risk Assessments for your meetings & events MUST be approved before a room booking request can be approved from a student group.
  - Risk Assessments are handled by Student Affairs: [studentevents@trentu.ca](mailto:studentevents@trentu.ca) can be contacted with questions related to the process.
  - Room booking details of a Risk Assessment and Room Booking Request should match.
- **LOGIN:** Access the **Room Bookings Portal** from **MyTrent** in the **Services** Tab under **Campus Events**. If you do not see the room booking options in the left side panel, be sure to **click on the user icon in the top right to login**.
- Ensure your Room Booking requests are made by your approved Student Group Room Booking Authorities.
- In your Room Booking request, **you must provide the event/meeting name/title and Student Group name**. This information needs to **match** the name in your Risk Assessment.
- Room Booking Requests should be made at least two weeks in advance, and Risk Assessments (required to be approved prior to your booking going through) should be made in advance of your room booking request, according to the timelines set by Student Affairs for their processing time.
- Rooms can be booked for **one semester at a time** (i.e. you can book a room for recurring meetings for the fall semester in the fall, but you must wait until the winter semester to book winter events/meetings)
- You can book meetings that recur every week, bi-weekly, monthly, etc. with one recurring risk assessment and one recurring room booking. Be sure to input the recurring details in both forms/requests – with matching information/dates/times.
- **REMINDER!** You will need to resubmit an event risk assessment and room booking request to continue your event into the next semester (bookings are made semester by semester)

- **These tips apply to booking Academic Spaces** but the general information in this document can be helpful with booking spaces managed by other departments within the Room Booking Portal system as well.
- **Bookings are not complete until you receive the Approval email notification.** Approval emails are generally sent out within 3 business days if we already have your approved risk assessment. If we do not have a risk assessment, your request will not be processed until you have provided one. Please plan ahead when making your booking request. Last-minute bookings are not always possible.
- Academic Space can be booked no earlier than 90 days in advance.
- **REMINDER!** Room Booking requests submitted for Academic Classrooms in the term prior to the term the booking takes place in will not be reviewed until the week prior to classes start due to ongoing classroom changes. (i.e. booking requests for Academic Spaces occurring on or after the first day of Fall term classes will not be reviewed until late August)
- **Regularly scheduled academic courses always take priority over ad-hoc bookings in classroom spaces.** Bookings that have been approved in Academic Classrooms that occur between the start of class and the last day to add classes are more likely to change than other bookings throughout the year due to the possibility that courses may need to move rooms because of enrolment growth.
- Rooms on campus are managed by different departments. For example, most Academic spaces are managed by [roombookings@trentu.ca](mailto:roombookings@trentu.ca) (Registrar's Office) but College spaces are managed by the respective College offices.
- If you run into any errors during the booking process, please email us ([roombookings@trentu.ca](mailto:roombookings@trentu.ca)) a screenshot of the full computer screen. This shows us the error and what settings could be adjusted to allow your booking to go through. If there is a problem, we'd like to try to fix it.

## Booking Study Space:

Please review the [Good to Know /Tips](#) in addition to this Study Space specific info.

If you are requesting space to study or work on a group project, you must include the course code (i.e. BIOL-2000H) and what is happening (Study time, working on group project, etc) in your booking request information. Example: "BIOL-2000H group project work".

Recurring study space bookings are not permitted – bookings must be made on a one-off basis. Study space bookings can be made for up to 3 hours per day.

Note: The library has study spaces that are bookable on their website as well.

## Room Bookings Headings:

**“Home”** – Homepage for the Room Bookings Portal – useful general rules, contact, and information is found here, please be sure to read this before making any booking requests.

**“My bookings”** – This is where you can see your requests and bookings. Requests that are not approved yet will show as “submitted” with an **orange exclamation mark** (i.e. pending review). Requests that are approved will show as approved with a small **green checkmark**. Cancelled requests (whether you cancelled it or the room administrator cancelled it) will show as a **red X**.

- You can filter your list of requests and bookings by date and/or status.

Status	Booking ↑	Date	Time	Approved room(s)	Requested room	Additional information
	LB_Training0491	8/20/2025	12:30 PM - 2:30 PM	BL 411 (Training and Meeting Room)	BL 411 (Training and Meeting Room)	
	RB030821	8/21/2025	2:30 PM - 3:00 PM		TSC 1.20 (TSC Classroom)	
	RB030835	8/28/2025	11:00 AM - 11:30 AM		DNA B110.2 (Seminar Room)	
	RB030836	8/20/2025	11:00 AM - 11:45 AM		ENW 114 (Lecture Hall)	

**“New booking”** - This is where you can create a new room booking request. See further in this guide about how to create bookings.

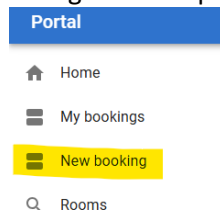
**“Rooms”** – under the “Rooms” heading here you can search visually using a calendar style layout for room availability. This way allows you to book one occurrence at a time.

**REMINDER!** Different departments own different rooms. There are varying rules for hours of booking availability and how far ahead you need to book, depending on the room.

*The Room Booking Portal can be accessed through myTrent -> Services -> Campus Events -> Room Bookings*

## How to request a SINGLE OCCURRENCE or RECURRING room booking through “New Booking”:

- Go through the left panel heading called "New Booking".



- You can select the Booking Type and Room Criteria from the drop-down menus. In most cases, it is recommended to leave the Room Criteria blank to show as many rooms as possible.
  - If you are looking for rooms in a specific area, you can use the criteria to select the location/buildings you would like a room in.
- Input the time range your booking can fall between.

- To book a room for a 30-minute meeting on Aug 28<sup>th</sup>, anytime between 9am and 12pm, select the time range of 9am – 12pm and the duration of 30 minutes. This will show options for 30-minute meetings within the range of 9am-12pm.
- To book a 30-minute meeting at precisely 9am-9:30am, input the time range 9am-9:30am and duration 30 minutes.

**New booking**

Booking type: Classrooms - PTBO Campus

Room criteria

To view room availabilities, select a time range and duration or use the calendar view.

CALENDAR VIEW

Time range: 11:30 AM to 12:00 PM

Duration: 0:30

4. Next, select the date from the calendar. You can see in the example below we have chosen August 28<sup>th</sup>:

Time range: 11:30 AM to 12:00 PM

Duration: 0:30

Select a date to continue.

August 2025

S	M	T	W	T	F	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						

● Self service      ● Requires approval  
 ■ Unavailable      ● Selected

Recurring

Results

5. Once you've selected the date, the Results will show below the calendar with which rooms are requestable at the time you have selected. If you selected a wide timeframe and a smaller booking time, there will be multiple booking options as per the second screenshot.

**Example for a 30-minute booking at an exact time:**

**Time range:** 11:30 AM to 12:00 PM

**Duration:** 0:30

Select a date to continue.

August 2025

S	M	T	W	T	F	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						

☒ Self service     ☒ Requires approval  
☐ Unavailable     ☒ Selected

☐ Recurring

Results

11:30 AM TO 12:00 PM

### Example with a wider timeframe for a 30-minute booking:

**Time range:** 11:30 AM to 01:30 PM

**Duration:** 0:30

Select a date to continue.

August 2025

S	M	T	W	T	F	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						

☒ Self service     ☒ Requires approval  
☐ Unavailable     ☒ Selected

☐ Recurring

Results

Select the desired start time.

☐ 11:30 AM     ☐ 11:45 AM     ☐ 12:00 PM     ☐ 12:15 PM     ☐ 12:30 PM     ☐ 12:45 PM     ☐ 1:00 PM

For **RECURRING** booking requests **follow steps A through G**. For single occurrence bookings, continue with the numerical steps below.

A. Select the “Recurring” slider:

Select a date to continue.

August 2025

S M T W T F 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

Self service Requires approval

Unavailable Selected

☒ Recurring

Results

B. Input your recurring information (see below for more info)

Recurring

DAILY WEEKLY MONTHLY YEARLY

Every  day(s)

☒ End after  occurrence(s)

☐ End by

Occurrences

CANCEL APPLY

- C. You can select daily, weekly, or monthly recurring options. Usually rooms do not allow yearly recurring bookings.
- D. You can select how often the booking request recurs (every 1 day, every 3 days, every month, every 2 weeks, etc)
- E. You can select when the recurring booking will run until. Is it going to run for 10 occurrences or is it going to run until the specified date you list under “end by”?
- F. You can expand the “occurrences” to see which dates your booking will occur on to confirm you’ve inputted the correct information.
- G. Once you are happy with the dates, select APPLY and continue with step 6 below.

6. Select the start time you want to see results for and view the lists of rooms, switch between times to see different options. The below example shows we are looking at the available options for 11:30am - 12:00pm. Click on the room to open the requesting form or click on the “Room Details” at the right to see more information about the room (like a photo in most cases).

- A pop up will appear if you click the room to tell you that you need to confirm the details to make the request, hit Continue.

Results

11:30 AM TO 12:00 PM

Select the desired room.

Building ↑	Building ID	Room ID	Description	Capacity	Contact	Characteristics	Additional information
Bata Library	BL	106.6	Classroom	41	roombookings@trentu.ca	Accessible, Accessible Monitor, Flatscreen TV (HDCP compliant), HDMI Laptop Input, Height Adjustable Lectern, Lectern Computer, Projection Screen, Seminar, Telephone	<a href="#">Room details</a>
Bata Library	BL	103	Film Theatre	64	roombookings@trentu.ca	Accessible Monitor, Data Projector (HDCP compliant), HDMI Laptop Input, Height Adjustable Lectern, Lectern Computer, Microphone - Wireless (local only), Projection Screen, Sound System, Telephone, Tiered	<a href="#">Room details</a>
Champlain College North	CCN	I2	Seminar Room	11	roombookings@trentu.ca	Chalkboard, Flatscreen TV (HDCP compliant), HDMI Laptop Input, Lectern Computer, Seminar, Window	<a href="#">Room details</a>
Champlain College North	CCN	G4	Seminar Room	16	roombookings@trentu.ca	Chalkboard, Flatscreen TV (HDCP compliant), HDMI Laptop Input, Lectern Computer, Overhead Projector, Projection Screen, Seminar, Telephone, Window	<a href="#">Room details</a>
Champlain College North	CCN	K1	Seminar Room	16	roombookings@trentu.ca	Chalkboard, Flatscreen TV (HDCP compliant), HDMI Laptop Input, Lectern Computer, Seminar	<a href="#">Room details</a>
DNA Building	DNA	B106	Seminar Room	30	roombookings@trentu.ca	Chalkboard, Data Projector (HDCP compliant), Document Camera, HDMI Laptop Input, Lectern Computer, Seminar, Telephone, Tiled, Window	<a href="#">Room details</a>
DNA Building	DNA	B105	Seminar Room	30	roombookings@trentu.ca	Chalkboard, Data Projector (HDCP compliant), Document Camera, HDMI Laptop Input, Lectern Computer, Seminar, Telephone, Tiled, Window	<a href="#">Room details</a>
DNA Building	DNA	B102	Seminar Room	44	roombookings@trentu.ca	Accessible, Flatscreen TV (HDCP compliant), HDMI Laptop Input, Lectern Computer, Moveable Chairs, Moveable Tables, Telephone, Tiled, Window	<a href="#">Room details</a>

**Pop-up:**

You must complete the confirmation page to confirm the request for this room: DNA B106 (Seminar Room).


[CANCEL](#) [CONTINUE](#)

Accessible, Chalkboard, Data Projector (HDCP compliant), Document Camera, HDMI Laptop Input, Lectern Computer, Seminar, Telephone, Tiled, Window

7. Complete the required information, different rooms have different required information. See example below:

**Booking confirmation**

Select OK to submit this request.

 Requires approval

**Booking type**  
Classrooms - PTBO Campus (Classrooms)

Number of attendees:  
    
 \* The quantity must range between 1 and 1000

**Other information**

**Group Name and Event Description. Students requesting study space must include relevant course code----->**

Minimum length not met (Need 5 more characters).

**Room information**

**Campus**  
SEB

**Building**  
DNA

**Room**  
DNA B106 (Seminar Room)

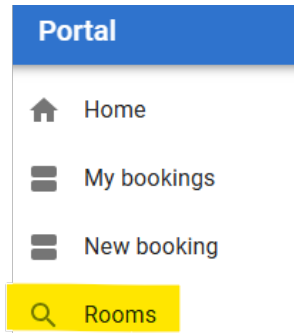
[CANCEL](#) [SUBMIT](#)

8. Hit Submit once you're done. This submits your request to the booking administrator for review. *Remember, last-minute bookings are not always possible, please plan ahead!*

9. You should get an email confirmation once your booking is processed. You can also see your request under the "My Bookings" heading on the left navigation panel.

## How to request a SINGLE OCCURRENCE room booking through “Rooms” (Calendar search view):

1. Go through the "Rooms" option on the left navigation panel. You can search for room availability this way by browsing the calendar view of rooms you're interested in.



2. You can select the location of the room or leave it selected on ALL. If you select a building under location, only rooms in that building will show. In the example, we have chosen the DNA building:

The screenshot shows the 'Rooms' search interface. At the top, there are filters for 'Booking type' (set to 'All') and 'Location' (set to 'DNA - DNA Building'). Below these is a search bar for 'Additional room criteria'. On the right, there is a 'CALENDAR VIEW' button. The main part of the interface is a table of rooms with columns: Building ID, Room ID, Description, Capacity, Contact, Characteristics, and a Calendar icon. The 'Building ID' column is highlighted in yellow. The table lists several rooms, including Seminar Rooms, a NURS/PSYC Shared Meeting Room, a Biology Dept Meeting Room, and a Computer Lab.

Building ID	Room ID	Description	Capacity	Contact	Characteristics	Calendar
DNA Building	B102	Seminar Room	44	roombookings@trentu.ca	Accessible, Flatscreen TV (HDCP compliant), HDMI Laptop Input, Lectern Computer, Moveable Chairs, Moveable Tables, Telephone, Tiled, Whiteboard	
DNA Building	B110.2	Seminar Room	40	roombookings@trentu.ca	Accessible, Chalkboard, Data Projector (HDCP compliant), Document Camera, Fixed Desks, HDMI Laptop Input, Lectern Computer, Microphone - Wireless, Telephone, Tiled, VGA Laptop Input	
DNA Building	C103	NURS/PSYC Shared Meeting Room	20	No computer in room. Managed by Nursing & Psychology Departments.	Data Projector	
DNA Building	B106	Seminar Room	30	roombookings@trentu.ca	Chalkboard, Data Projector (HDCP compliant), Document Camera, HDMI Laptop Input, Lectern Computer, Seminar, Telephone, Tiled, Window	
DNA Building	B105	Seminar Room	30	roombookings@trentu.ca	Chalkboard, Data Projector (HDCP compliant), Document Camera, HDMI Laptop Input, Lectern Computer, Seminar, Telephone, Tiled, Window	
DNA Building	B110.1	Seminar Room	40	roombookings@trentu.ca	Accessible, Chalkboard, Data Projector (HDCP compliant), Document Camera, Fixed Desks, HDMI Laptop Input, Lectern Computer, Telephone, Tiled	
DNA Building	D102	Biology Dept Meeting Room	12	biology@trentu.ca		
DNA Building	B104	Seminar Room	55	roombookings@trentu.ca	Chalkboard, Data Projector (HDCP compliant), Fixed Desks, HDMI Laptop Input, Hybrid, Lectern Computer, Microphone - Wireless, Tiled, VGA Laptop Input, Window, YuJa/Lecture Capture/Live Webcast	
DNA Building	C102	Computer Lab	20	roombookings@trentu.ca	Accessible, Comp Lab, Flatscreen TV (HDCP compliant), HDMI Laptop Input, Lectern Computer, Telephone, Wireless Mouse & Keyboard	

3. If you need a room for many guests, you can input the Minimum Capacity needed under the “Additional Criteria” bar. (i.e. input 100 for a 100-person event, etc) – This will only show large enough rooms for the number of people at your meeting or event. Do not use the “Minimum Area” – this function is not set up on our system.

The screenshot shows the 'Additional room criteria' modal. It has a title bar 'Additional room criteria' and a search icon. Below the title bar are two dropdown menus: 'Room types' and 'Characteristics'. Below these are two input fields: 'Minimum capacity' and 'Minimum area'. Both input fields have a minus button, a text input area with '0', and a plus button. At the bottom right, there are 'CANCEL' and 'APPLY' buttons. The background shows a partial view of the room table from the previous screenshot.



You can select the Calendar View to view a visual DAILY calendar of the listed rooms. Or you can select a specific room from the list to view a WEEKLY calendar of the selected room.

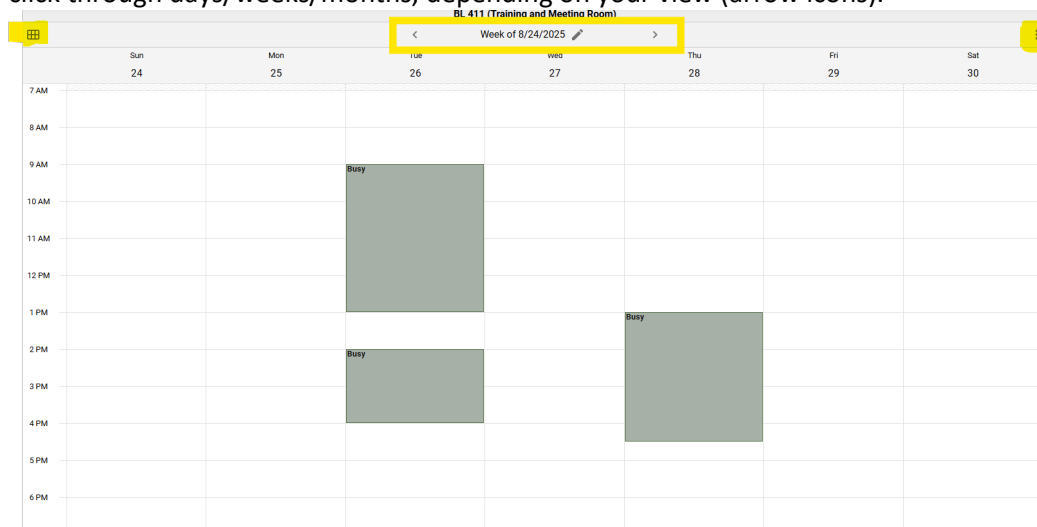
#### Example of where to find calendar button when on the list of rooms page:

Building ID	Room ID	Description	Capacity	Contact	Characteristics	Calendar
DNA Building	DNA B102	Seminar Room	44	roombookings@trentu.ca	Accessible, Flatscreen TV (HDCP compliant), HDMI Laptop Input, Lectern Computer, Moveable Chairs, Moveable Tables, Telephone, Tiled, Whiteboard	
DNA Building	DNA B110.2	Seminar Room	40	roombookings@trentu.ca	Accessible, Chalkboard, Data Projector (HDCP compliant), Document Camera, Fixed Desks, HDMI Laptop Input, Lectern Computer, Microphone - Wireless, Telephone, Tiled, VGA Laptop Input	
DNA Building	DNA C103	NURS/PSYC Shared Meeting Room	20	No computer in room. Managed by Nursing & Psychology Departments.	Data Projector	
DNA Building	DNA B106	Seminar Room	30	roombookings@trentu.ca	Chalkboard, Data Projector (HDCP compliant), Document Camera, HDMI Laptop Input, Lectern Computer, Seminar, Telephone, Tiled, Window	

#### Example of where to find calendar button when on the specific room page:

<b>Location</b>	
<b>Campus</b> SEB	<b>Building</b> DNA
<b>Floor</b> <not specified>	<b>Room number</b> DNA B105
<b>Description</b> <not specified>	
<b>Attributes</b>	
<b>Room type</b> SEM	<b>Area</b> 0
<b>Pavilions</b> <not specified>	
<b>Default configuration</b>	
<b>Configuration type</b> <not specified>	<b>Capacity</b> 30
<b>Description</b> <not specified>	
<b>Characteristics</b>	

4. Here is an example of a weekly calendar for a room. The options on the right and left change the calendar view. The options in the middle allow you to select specific dates (Pencil icon) or click through days/weeks/months, depending on your view (arrow icons).



5. You can click on a timeslot on the calendar to create a new booking. The new booking request information can be filled out following the same instructions as [“How to request a SINGLE OCCURRENCE or RECURRING room booking through New Booking”](#) in this guide.