

How to Request Space on Campus

- From the CC homepage, Click on **Events** (the **Events** link is at the top right of every CC web page)
- Click the **Schedule of Events** link or the R25 Thunderbird graphic
- Click on **Locations** (upper left corner)
- Select a location from the list under the calendar
- Click on a building and room to open the schedule for that room
- Click on an open white time block
- At the prompt, enter your username and password (must be assigned by the Facilities Coordinator)
- Fill out the Request an Event form
- Review the Event Request Summary
- If everything is correct, click **Submit Request***
- Click on **Request Another Event** if necessary
- To see your pending requests click **Pending**
- To see your confirmed requests click **Approved**

***Your request remains pending until you receive a confirmation email**