Reserving Rooms for Meetings/Events

Reserving space is important for student organizations, and is a privilege that should not be taken for granted. Organization leaders can request space by logging into their Admin Dashboard through Presence and creating an event.

*Organizations must request space a minimum of two weeks prior to the time needed.*

**Step by Step Guide:**

**Step 1:** Log into your “Admin Portal” on Presence ([www.Lynn.Presence.io](http://www.Lynn.Presence.io))

Use your Lynn Email and password. Only student leaders who have been added as an admin have permission to create events/request space. See Jessica if you need access.

**Step 2:** Click “Create Event”

**Step 3:** Fill out all applicable areas to your event. All set up needs must be requested in the “Notes” section (i.e. tables, chairs, AV tech, etc.). You might not fill out the budget, or waiver if that does not pertain to your event. If the event is reoccurring please note the start and end date for the event (i.e Starts: September 05 and repeats every Wednesday until December 05)

**Step 4:** Make sure that you fill out the event description like you are advertising your event to the whole student body. This description will appear on the Lynn app and on the website so make sure it is detailed. View events for the Student Activities Board if you want to see examples!
Step 5: An email will be sent either approving the event or asking for more details. Once you receive the approval email, you can start advertising your event.

Reminders about Reserving space for meetings or events:
- Organizations must request space a minimum of two weeks prior to the time needed.
- Do not advertise events before you receive confirmation of room reservation from CSI. A room you requested might not be available so make sure not to advertise until space is confirmed via email.
- All set up needs must be requested in the “Notes” section (i.e. tables, chairs, AV tech, etc.).
- Organizations are responsible for cleaning up space, and putting any tables/chairs back to position after being moved.
- If the event is recurring please note the start and end date for the event (i.e. Starts: September 05 and repeats every Wednesday until December 05)

Available Spaces:

**General Meeting Spaces:**
All spaces have a computer and desks.
- IB209
- IB211
- IB213
- AS101
- AS201
- AS207
- AS209
- AS210
- AS213
- AS214

**Small Meeting spaces (12 people or less)**
- IB214
- Knights Court (outside CSI office)

**Large event spaces (40 people or more)**
- IB112 (IB109, 111, 113) – Only available weekends
- Henke Wing
- Library Events room
- Student Center Auditorium (has stage)

**Tabling Areas**
- ASSAF Courtyard
- Outside IBC
- Outside the Student Center
- Student Center Lobby

Special Event Areas (these areas need special permission and require more time for approval)
- Perpe Residence Hall Courtyard
- de hoernle Kitchen
- Old Lynn Third floor dance room