

# Scarfe & Ponderosa Commons Room Bookings

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## Meeting Rooms

There are three meeting rooms available on the third floor of Scarfe which may be booked for Faculty of Education use. Note that these rooms **cannot** be booked for classes.

<b>Scarfe 308A</b>	12 people	AV: overhead projector, screen, video conferencing; Catering: space available
<b>Scarfe 309C</b>	12	AV: LCD monitor/Creston for use with laptop Catering: space available
<b>Scarfe 310</b>	Board Room Style – 24/28 Theatre Style – 50/60	AV: overhead projector, screen, whiteboards; Catering: space available

## Video Conferencing Rooms

The Faculty of Education has two rooms which are equipped for video/web conferencing:

<b>Scarfe 308A</b>	12 people	AV: overhead projector, screen, video conferencing; Catering: space available
<b>Ponderosa Commons 1306A</b>	18 people, fixed seating	AV: 2x 80" wall mounted HD flat panel displays, video conferencing; Catering: space available

Events requiring video/web conferencing receive first priority; rooms **cannot** be booked for classes.

## Request Booking Authorization

In each department/unit, delegated individuals have been authorized to book meeting and video conferencing rooms using the "**Education - Room Bookings**" calendar in Outlook.

*Note that all bookings must use the "**Education - Room Bookings**" calendar to ensure that booking conflicts do not occur; bookings cannot be entered directly into the individual room calendars.*

To request booking authorization for new staff, the department administrator submits a **UBC Faculty & Staff Email Request Form** at:

<http://web.it.ubc.ca/forms/fasmail/>

### Notes:

1. Under **Service** in the **Request Details** section, select **FASmail Generic/Department Mailbox**.
2. For **Request Type**, select **Modify**.
3. Under **Technical Details**, enter the **Mailbox Display Name**, "ubceduc-g-roombook".
4. Enter the **Email address**, "ubceduc-g-roombook@mail.ubc.ca".
5. Under **Modification Request**, select **Other**.
6. Under **Request Details**, indicate that full access is required and include the name and CWL username of the individual(s) requiring booking authorization.

## Request Details

Service \*



[FASmail Service Types](#)

Request Type \* ☐ Add ☒ Modify ☐ Remove

Urgency \* ☒ Low  
☐ Medium  
☐ High  
 [How to determine the urgency](#)

## Technical Details

Please provide us with the appropriate additional information to better respond to your request.

Mailbox Display Name \*   
(as it appears in the Global Address List) e.g. UBC IT FASmail Support

Email Address \*

Modification Request \* ☐ Increase Mailbox Quota (increments of 1GB)  
☐ Change Mailbox Permissions  
☐ Change Email Alias  
☐ Change Display Name  
☒ Other

Request Details \*   
(Please provide as much detail as possible)

Attachment  No file selected.

## Book a Room

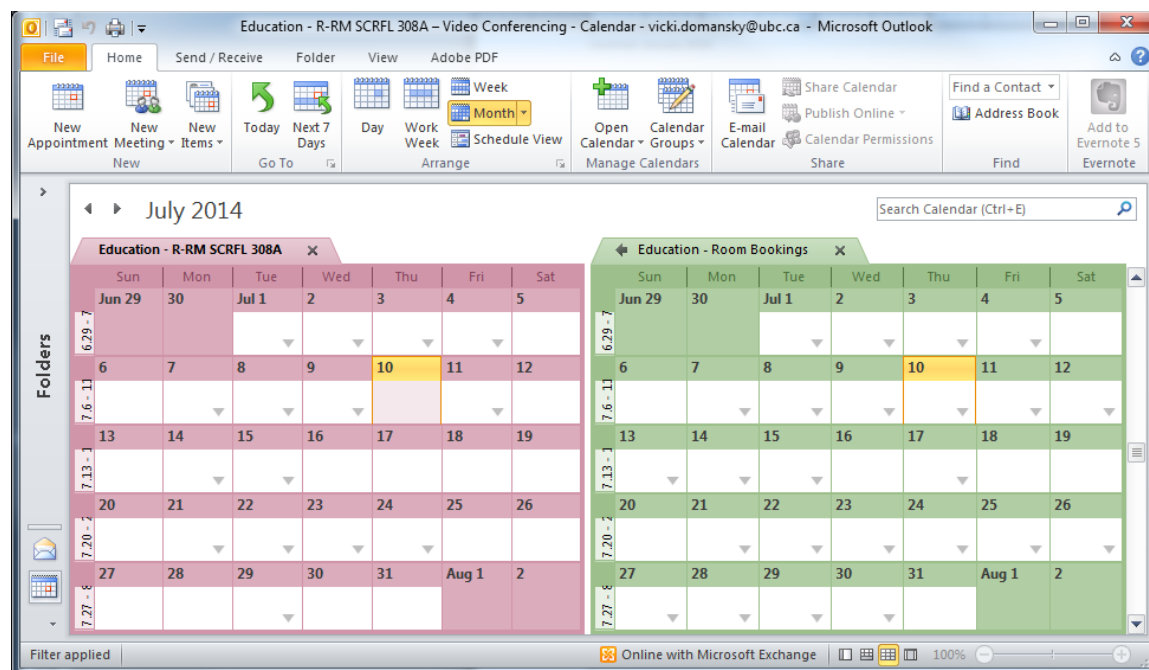
Authorized representatives from each department/unit can book meeting and video conferencing rooms using the "**Education - Room Bookings**" calendar in Microsoft Outlook.

Below is the process for booking rooms using Outlook 2010. The process is very similar for Outlook 2013 on Microsoft Windows, or Outlook 2011 on Mac OS X.

*Note that these rooms cannot be booked for classes.*

1. Open the FASMail shared calendar, "**Education - Room Bookings**".  
If you wish, open the appropriate meeting room calendar - e.g., "**Education - R-RM SCRFL 308A**".

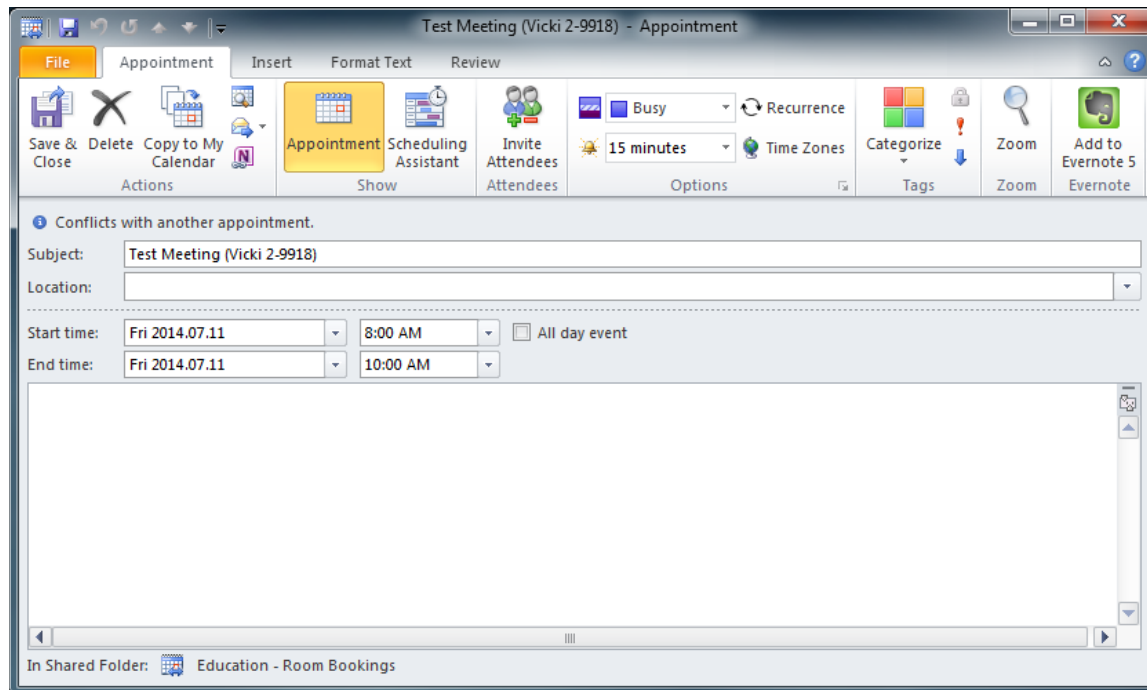
*Make sure that your personal calendar is not open, as Outlook will use it by default rather than the "**Education - Room Bookings**" calendar and the booking request will be declined.*



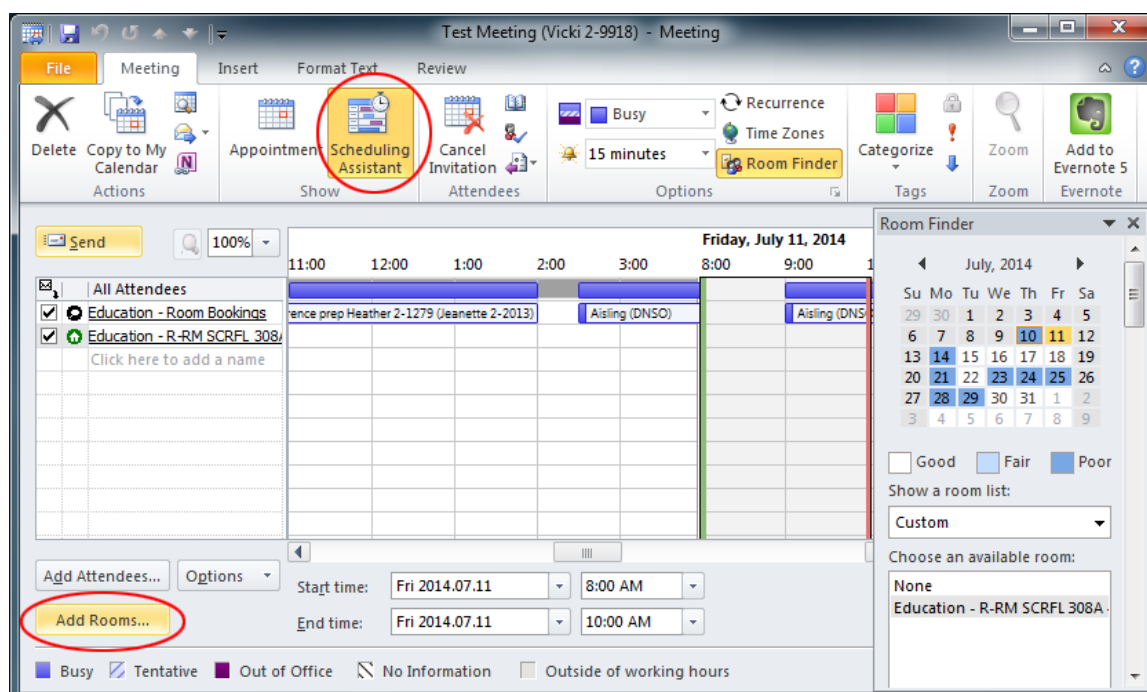
## 2. Create a new meeting in the "Education - Room Bookings" calendar.

Please provide as many details regarding the meeting as possible:

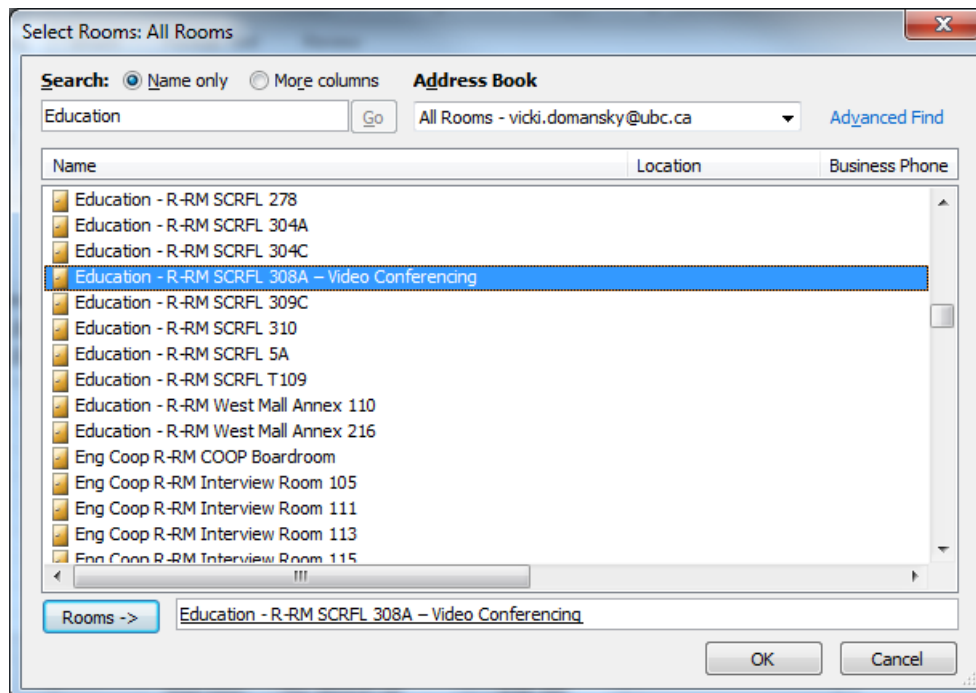
- Identify the name of the meeting or the purpose
- Include a contact name and phone number



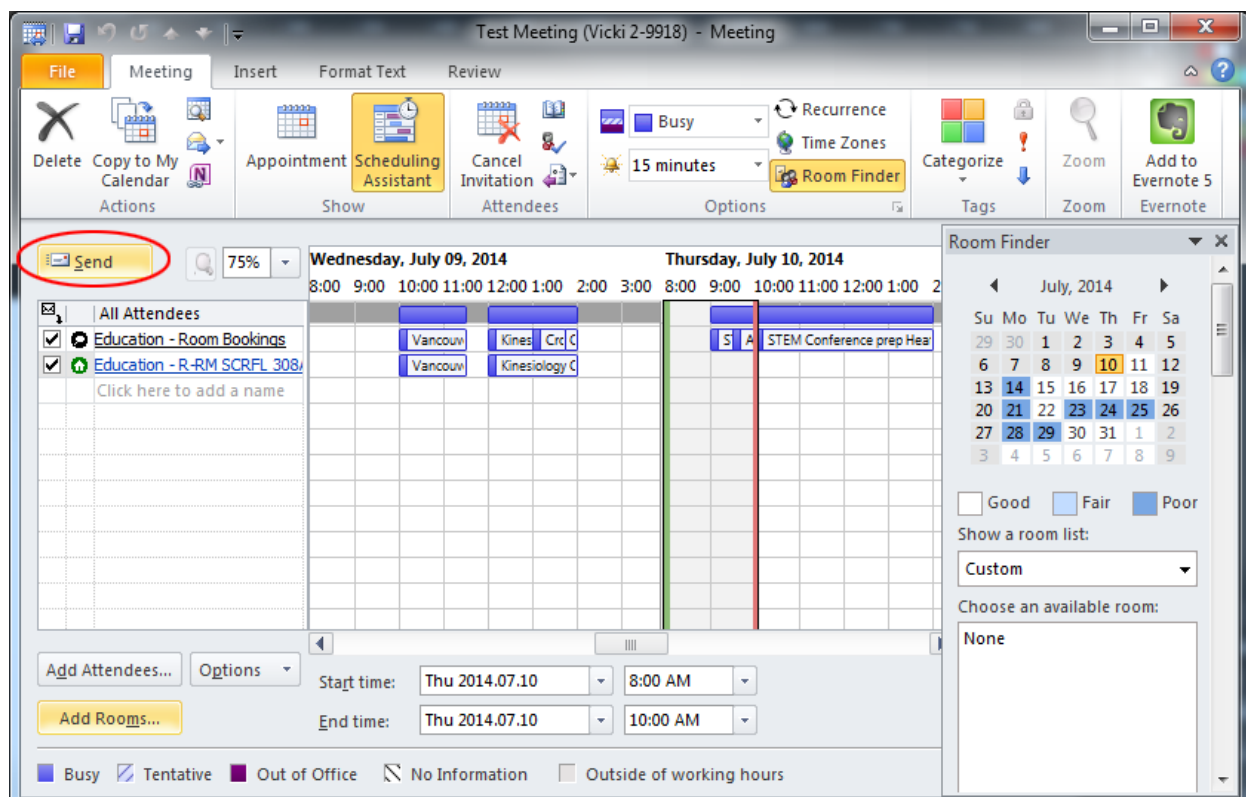
## 3. Click on **Scheduling Assistant**, and then click the **Add Rooms** button.



4. Select the room(s) you wish to book.



5. Click **Send**.



6. If the room is available, the booking will be added to both calendars.

An email message will be sent to the **Education - Room Bookings** inbox advising of success or failure of the booking. Once you have confirmed the success of your booking, please delete the related email message(s).

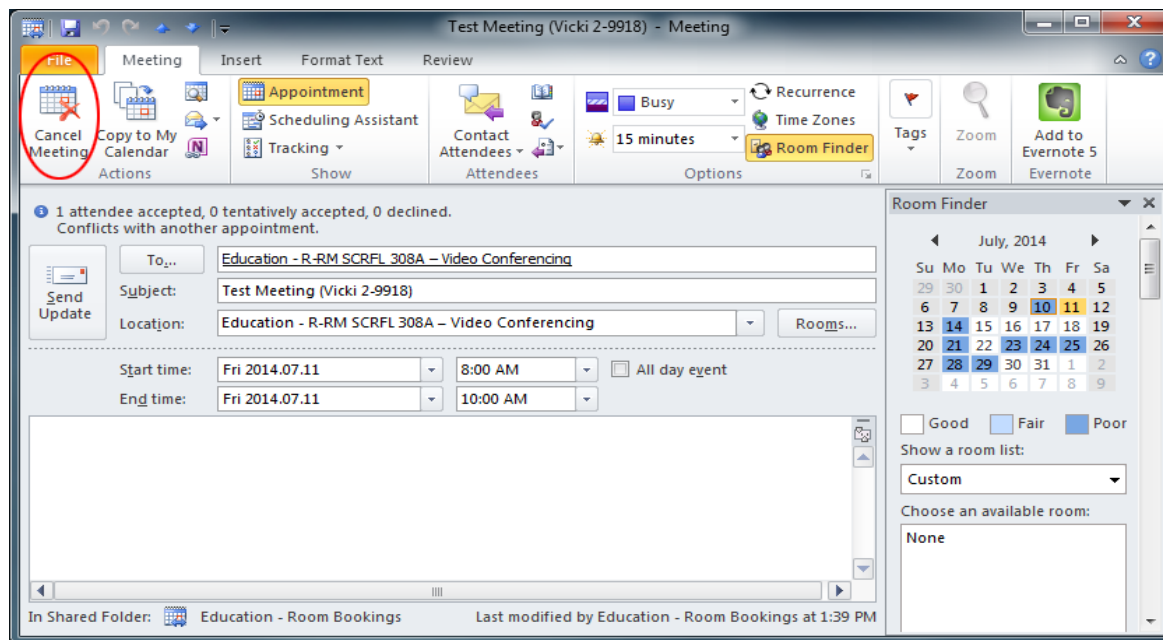
*\*Always double check the calendar of the room booked to ensure that the meeting shows under the correct date and time.*

Note, if a booking is declined but the timeblock is free on the room calendar, double check the list of attendees on the Scheduling Assistant screen and make sure that the meeting originator is "**Education - Room Bookings**", not you. If you are listed as meeting originator, delete the booking from the **Education - Room Bookings** calendar and re-submit, making sure that your personal calendar is closed.

*For assistance with Scarfe meeting room booking issues, contact Rachael Smith ([rachael.smith@ubc.ca](mailto:rachael.smith@ubc.ca), 7-3411).*

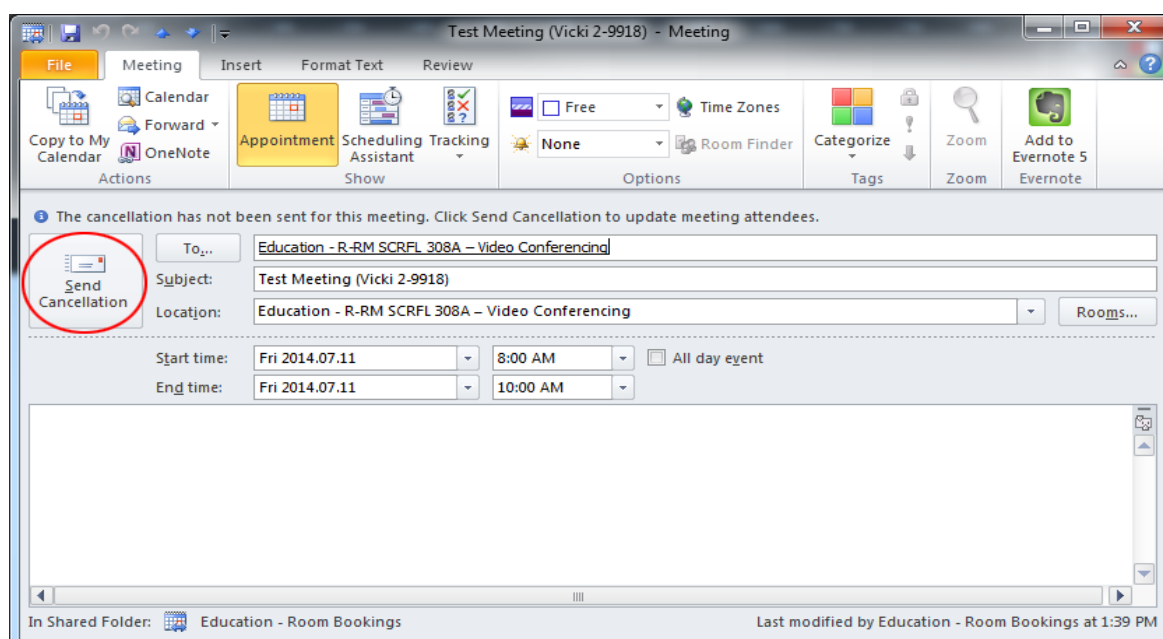
## Cancel a Booking

1. Open the "**Education – Room Bookings**" calendar and double click on the booking that you wish to cancel. The details of the booking will pop up in a separate window as displayed below.
2. Click on "**Cancel Meeting**".



3. Click on "**Send Cancellation**" for all parties to receive this update.

*\*Always check the calendars for **Education – Room Bookings** and the room you are booking to ensure that the entry has been removed from both calendars.*





## Update a Booking

1. To make changes to a booking, open the "**Education – Room Bookings**" calendar and double click on your event.
2. Make any necessary revisions, and then press **Send Update** so that all parties are notified of the changes made.

