Meeting Room Manager (MRM) Instructions

https://www.netsimplicity.net/FSULaw/SocialView

1. Click on the far left calendar, and pick the date you would like to reserve.
2. Use the view to the right, to scroll through and find the room you would to reserve, and check for availability and/or conflicts.
3. Once you have an available room and date, click the Book a Room link at the top of the page.
4. Always enter the following fields for room reservations:
   - Start Time/End Time - Please remember to request prep time and clean-up time in the room set-up details box if this is needed.
   - Start Date/End Date - should always be the same. Submit individual requests for multiple days.*
   - Location - Use the drop down menu to choose your preferred location.
   - Room Preference - Use the drop down menu to choose your preferred room.
   - Meeting Title (include name of organization, specify if undergrad)
   - AV Equipment - Use the AV Equipment box to indicate any AV instructions provided (as backup in case an AV request is not submitted). Please also submit an AV Request at http://www.law.fsu.edu/tech/av-request.
   - Parking - Use the Parking text box to indicate parking space needs or signage.
   - Contact Name - Person in charge of event/meeting
   - Contact Phone and Email
   - Description - Please provide a brief description of the event.
   - Room Set-up Requirements - Select your preferred room set-up.
   - Room Set-up Details - Use the Room Setup details box to include information about tables, easels, etc. needed, doors that should be unlocked, or any other room set-up instructions;
     - Anyone wishing to use the Rotunda should complete the Rotunda Request form, which can be requested from the Dean’s office. The form should be turned in to the Dean’s office at least two weeks prior to the event.
     - If you are booking a room for after 5:00pm or on the weekend, please remember, we will need at least 7 days’ notice to put in an A/C request.
   - Student Organization - Check this box if you are reserving on behalf of a student organization (so that no room rental fees are assessed).
   - Include this event in Student Announcements - Check this box if you would like this reservation/event to appear in the student announcements.
   - Student Announcements - Please provide your full announcement that you would like to appear in the student announcements.
   - Attending - Please provide the number of attendee’s for your event.
   - Reservation Type - Select the type of reservation from the drop down menu.

*If you are submitting a large number of requests at once, you can email the request directly to law-roomscheduling@admin.fsu.edu.