



RENSELAER
UNION

Rensselaer Union: Room 3702
Administration Office (518)276-6505
Email: UnionRooms@rpi.edu



@RPIUnion



facebook.com/RPIUnion

Rensselaer Student Union Room Reservation Information

Visit rooms.union.rpi.edu

Users will be prompted to enter their RCSID and password. New users will then enter user information and set up a brief profile. Once you are a registered user, hover over **Reservations** icon for drop down menu and click **Facility & Room Request**.

When and Where

Choose the desired date, time, and facility.

For recurring events click **Recurrence** in the sub-window ensure your desired start and end time are entered. Choose whether the recurrence is daily, weekly, monthly, or random and how often. If the recurrence is random select the days on which it will occur.

Finally, choose your end date and click **Apply Recurrence**.

Setup Information

Specify the number of people that will attend.

Click **Find Space** to see a list of rooms available.

In the generated table you will see the following categories:

Select

This will select the room for the available times and place it under Selected Locations at the top.

Available

This is shown in a fraction format it will tell you if the room is available for all the days requested (4/4) or for only part (2/4). If you would like a specific room and it is not available for one of the days you are requesting, you may select the room, a warning notice will pop up making you aware that the space is only available for some of the dates. When you click Ok, the dates the room was available will appear under Selected Locations and a button will generate under the Find Space button that says Search Remaining Dates.

Location

Name of the rooms, you may click on the room name and find out more information about the room including pictures.

Capacity

This will list the Capacity of the room in its normal arrangement. The room may have other setup options that hold more or less, these can be found by clicking on the Room Name under Location and selecting the Setup Types tab.

To select room, click add button: 

Check the box that reads "I have read and agree to the terms and conditions" and then click continue.

Event Details

Enter the name of your event to be publicly displayed and the event type that most closely relates to your organization.

Group Details

You will need to add your group/organization to your profile. Click the magnifying glass next to the drop down menu, type in your group name to the search box to find your group. Click the green add button next to your group and scroll to the bottom of the page and click **Done**. If your group does not exist, select **General** and note your group name in the **Notes** section. Once the group is successfully added, it will appear in the drop down. Select your group in the drop down.

1st Contact - please add your information; enter your name, phone, and RPI e-mail.

A/V Equipment

Choose any additional A/V equipment needed. (Reminder: the Rensselaer Student Union has installed new equipment in meeting rooms, please check the room information to see what is permanently installed.)

To complete your request, click submit.

When your request has been confirmed or denied, you will receive an e-mail.

Questions? Email unionrooms@rpi.edu.