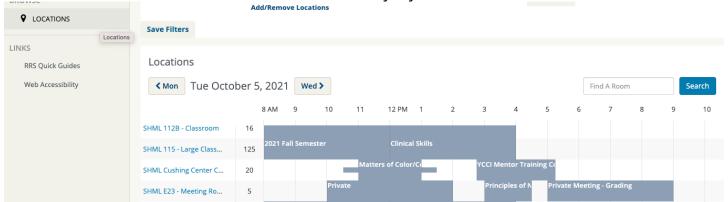
Cushing/Whitney Medical Library (CWML): Room Reservation System Information

Making Your Reservation (6 Steps):

Step 1: Access the Yale Event Management System (EMS): https://rrs.yale.edu/

Step 2: Check for Available Rooms

• Click "Locations" to view room availability by date and time:

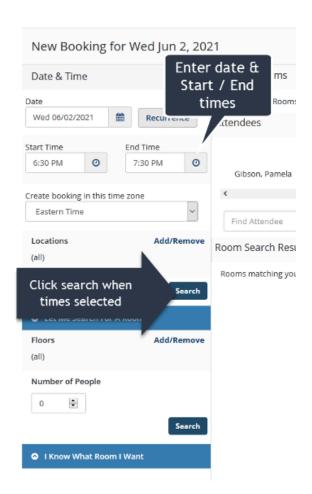


Step 3: Select Your Template

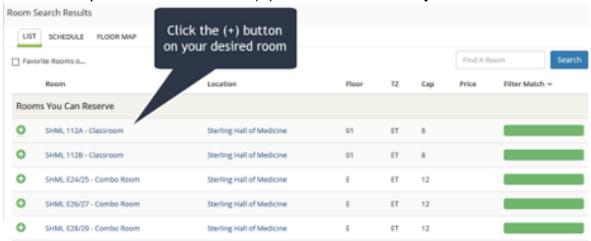
- Click "Book Now" to Access the Templates. Select either:
 - o CWML Standard Reservation Request Rooms for 16 people or less
 - o CWML Special Request More than 16 People

Step 4: Select the Room, Date, & Time within the Template you selected

 Input the day and time you are reserving for and use the search options to find available rooms:



 With the above selected, available rooms will be displayed for you with their locations and capacities. Select the (+) button to choose your desired room.

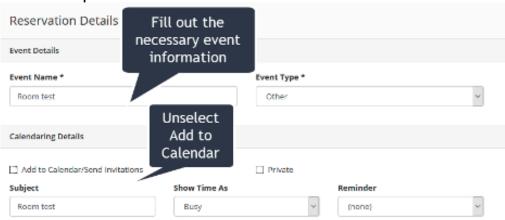


Scroll back to the top and select "Next Step"

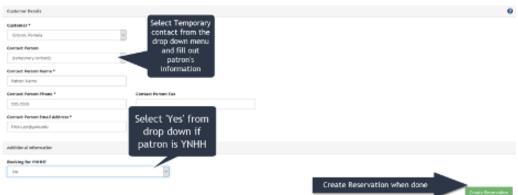


Step 5: Input Reservation Details

• Fill in necessary details like your Event Name and Event Type. You can also select or unselect to have a copy of the room reservation sent to your Outlook calendar at this point.



Step 6: Fill in contact information and additional details. Press "Create Reservation" when done.



- Note If you are reserving a Special Template Room, you will be asked to provide a CoA and Facilities Ticket number.
 - Do you need to submit a Facilities Tickets?
 - They are <u>required</u> for Combo Rooms because the Facilities Team <u>must</u> unlock and move the partitions to configure the space safely and correctly before your event. (If the partitions are not moved correctly, the technology will not sync between the two sides of the Combo room.)
 - Facilities Tickets are also required for the other rooms in the CWML if you are moving furniture and/or have been approved to have catering in the space. The Facilities Team can ensure everything is moved safely for your event and reset for the next group or class to use the space after you.

 However, if you are not using a Combo Room, using catering, and/or rearranging the room, a Facilities Ticket is not required. If you have any questions, please reach out to the CWML Senior Administrative Assistant for assistance.

Done!

• If you are reserving a Special Template Room, your request will be sent for manual approval. If you are reserving a Standard Template Room, you should receive an automated email immediately! In 99% of cases this email will confirm your reservation. If not, it will provide a detailed rationale for why the room is unbookable (ex. conflicting reservations listed as "Web Conflict").