

# **Room Reservations**

## **Reservable Spaces at Lipscomb Academy**

- **The Commons**
  - Commons Conference (glass room)
  - Commons Meeting (office 188)
  - Commons East (formerly HS library)\*
  - Commons West (formerly MS library)\*
  - Multimedia
- **Mustang Conference Room (across from Athletics offices)**
- **Welcome Center**
- **Spaces at Lower School**
  - Solly Conference Room
  - Lower Conference Room
  - SEED Conference Room
  - Cafeteria
  - Commons (library)
  - Atrium (between cafeteria and commons)

\* Commons East and West can be reserved before and after school hours. During school hours, groups using this space must accommodate regular library event activities.

## Guidelines for Reserving Shared Spaces at Lipscomb Academy

- Respect your reservation time. Reserve the space for the time you need and include setup time and clean-up time in your reservation.
- Reserve the space that best meets your group size. Do not reserve a larger space for a couple of people.
- Be ready to collaborate if we need to adjust reservations based on need. Be flexible when other events arise.
- Only reserve on “repeat” if you are actually using the space on a regular basis.
- If you need furniture from another space, please reserve that space as well.
- Review the [Multimedia Guidelines](#) before reserving Multimedia.

## How to Reserve Shared Spaces at Lipscomb Academy

1. Create a Calendar Event
  - You can invite the space to a previously scheduled event in the same way you would add another guest.
  - If you are creating a separate event, follow these steps:
2. Create a Calendar Event for the time you need to reserve the location.
  - a. Include the start and end time (include time to set up and clean up). Do NOT choose the “All day” option because it will not show as busy on the calendar.
  - b. Add an event title that briefly describes who is using space and the primary goal (i.e., IGNITE – Lunch and Learn)
  - c. Invite the physical space as a guest to the event:
    - Commons Conference Room: [commonsconference@lipscombacademy.org](mailto:commonsconference@lipscombacademy.org)
    - Commons Meeting Room: [commonsmeeting@lipscombacademy.org](mailto:commonsmeeting@lipscombacademy.org)
    - Commons East: [commonseast@lipscombacademy.org](mailto:commonseast@lipscombacademy.org)
    - Commons West: [commonswest@lipscombacademy.org](mailto:commonswest@lipscombacademy.org)
    - Multimedia: [multimedia@lipscombacademy.org](mailto:multimedia@lipscombacademy.org)
    - Mustang Conference Room: [mustangconferenceroom@lipscombacademy.org](mailto:mustangconferenceroom@lipscombacademy.org)
    - Welcome Center: [hardinghallwelcomecenter@lipscombacademy.org](mailto:hardinghallwelcomecenter@lipscombacademy.org)
    - [lowercommons@lipscombacademy.org](mailto:lowercommons@lipscombacademy.org)
    - [lowercafeteria@lipscombacademy.org](mailto:lowercafeteria@lipscombacademy.org)
    - [loweratrium@lipscombacademy.org](mailto:loweratrium@lipscombacademy.org)
    - [sollyconferenceroom@lipscombacademy.org](mailto:sollyconferenceroom@lipscombacademy.org)
    - [seedconferenceroom@lipscombacademy.org](mailto:seedconferenceroom@lipscombacademy.org)
    - [lowerconferenceroom@lipscombacademy.org](mailto:lowerconferenceroom@lipscombacademy.org)

- [lowerwelcomecenter@lipscombacademy.org](mailto:lowerwelcomecenter@lipscombacademy.org)
- Add more description if needed.
    - How many students, purpose, needs?
  - Save/send the invitation and invite outside guests.

### English 3 - Visual Storytelling Project

Event

Focus time

Out of office

Task

Appointment slots

Wednesday, November 16 4:00pm – 5:00pm  
 Time zone · Does not repeat

Find a time

iwonder@lipscombacademy.org

Add Google Meet video conferencing

Add rooms or location

Add description or attachments

Kristi Reynolds   
 Busy · Default visibility · 2 notifications

More options

Save

Make it a Zoom Meeting

- The space will receive your request and accept or decline. You should receive an email confirmation. Your reservation is not confirmed until the space accepts the invitation.

## Check the Calendar Availability of Shared Spaces

To see the availability of the space, you will need to add the calendar to your calendar:

- [Commons Conference](#) (glass room)
- [Commons Meeting](#) (office 182B)
- [Commons East](#) (formerly HS library)
- [Commons West](#) (formerly MS library)
- [Multimedia](#)
- [Mustang Conference Room](#) (across from Athletics office)
- [Welcome Center](#)