### Searching for Available Facilities

1. From the **Main Menu**, select **Curriculum Management**

2. Click **Facility and Event Information**

3. Click **Search for a Facility**

4. From the **Search for a Facility** page, click **Search**

5. On the Facility Search Criteria page, you **must** enter the following criteria to find available facilities:
   - Enter the **start and end date** for your meeting in the **Meeting Criteria** section
   - Select the **day(s)** of the week the event will take place
   - Times must have AM or PM indicated in CAPITAL letters

   ![Meeting Criteria](image)

6. If you are looking for a particular type of room (such as auditorium or laboratory), enter a **Facility Type**. You can also specify the **Room Capacity**, and **Building** if appropriate in the **Facility Criteria** section.

   ![Facility Criteria](image)

7. If the room must be equipped with specific equipment or have special characteristics, you may add them to your filtered search by adding items to the **Room Characteristic** field. Use the (+) button to add multiple room characteristics.

   ![Room Characteristic](image)
Click Fetch Facilities

You will now be directed to the Facility Search Results page, which will display the results of your search.

Select a Facility ID to view a calendar of room availability. Any times reserved for a class, event or exam will be noted.

To continue to review the availability for additional rooms, click Return to Facility Search.

Repeat steps 10-11

Once you’ve identified an available facility that meets your needs, contact the scheduling officer in your area for assistance in reserving the space.

**Please note: Facility availability is subject to change and there may be reservations not reflected in this system. The scheduling officer making the reservation will confirm availability.**