ROOM RESERVATION PROCESS AT A GLANCE

All reservations MUST be submitted via the Coastal Connections Reservation form AT LEAST 1 WEEK PRIOR TO THE EVENT. Through this process, please be AS SPECIFIC AND DETAILED AS POSSIBLE.

To reserve rooms on campus via Coastal Connections, follow the below directions:

1. Log onto Coastal Connections with your personal CCU login (www.coastal.edu/coastalconnections).
2. Go to your group's page via the Coastal Connections home page or by searching for the group.
3. Click the "Manage Organization" button in the top right hand corner of your screen
4. Using the "hamburger menu" on the top left hand side of your screen (three parallel lined drop down menu), select the events option.
5. Click the "Create Event" button on the top right hand side of the screen.
6. Enter an event title, theme of the event, description (this is public), start and end date, as well as the EVENT start and end time (do not include set up and tear down at this time). Click "add location" and then the "no, I'd rather not show a map" option. At this point type in your desired room. THIS DOES NOT RESERVE YOU THE ROOM – THIS IS ONLY THE DESIRED ROOM LOCATION.
7. You may enter a photo or flyer for your event, this is optional. Click either "skip" or "next" once you are finished on this page.
8. Click the "Student Organization" option and then click "next"
9. Estimate how many individuals will be attending the event (as close as possible), and then type in your desired room locations (first and second choice).
   NOTE: events submitted at 4:30pm will reviewed on the next business day and that events submitted on weekends and holidays will not be processed until the next business day.
10. Type in the estimated amount of time you will need to set up and tear down your event. All rooms require at least a 5 minute set up/tear down, although other rooms/locations/situations will require additional time. Once you have filled out all this information, click "next."
11. Complete the questions on the next page. Depending on your answers, other pages of the form may come up for you to fill out.
12. When submitting your name, email and phone number, write in the contact for the event if not you. This is the individual we will contact if there are any problems or questions.
13. MAKE SURE YOU CLICK THE SUBMIT BUTTON! Without clicking this, your event will not be processed.