Reserving a Room at Sarah Simpson:

FIRST CHECK FOR ROOM AVAILABILITY:

*Select the room(s) you wish to request and click “GO.” This will give a monthly view of times and dates that the room(s) are NOT available.

HELPFUL INFORMATION:
You will see the following on the Monthly Calendar View:

1. **Search Button** - Allows you to search by title or text in a title, by date, and by room number.
2. **Room Reservation** - Please see the instructions below.
3. **Room Descriptions** - A listing of the rooms by number, the room capacity, and the technology in each room.

**Once you have confirmed the room is available please complete the following steps.**

Click on “**Room Reservation**” located on the top left corner and follow the directions below:
1. This will bring up a box called “Suggest an Event.” Please READ THE GRAY BOX and fill the information out accordingly.

**IMPORTANT: Calendar will allow you to request a room that is already showing booked by default. Make sure to look at the date you wish to request before scheduling to make sure the room is available.**

WE ASK YOU USE THE DEVICES IN THE ROOM: NO OUTSIDE DEVICES!

Please include the following in the “Note to Calendar Administrator” (This is ONLY viewable to the administrator):
* Catering: Yes, No, & Details if any
* Need extra chairs or tables in your requested room
* Need extra items not listed in the room description

*** Please be mindful that there is ONLY Minimal Tech Support in the Main Office ***

Mac computers are in all rooms, so we ask you transfer all files to a USB drive, the cloud, or google drive.

Please call 865-579-8264, option 0 for assistance.

The calendar administrator will be notified of your room request and will review your submission for approval. Please include accurate contact information so we may contact you if there are questions.

INCLEMENT WEATHER POLICY: THE SARAH SIMPSON CENTER BUILDING WILL BE CLOSED AND ALL SESSIONS WILL BE CANCELED WHEN KNOX COUNTY SCHOOLS CENTRAL OFFICE IS CLOSED DUE TO INCLEMENT WEATHER. IF CENTRAL OFFICE IS OPEN OR ON A DELAY, CONTACT YOUR SESSION FACILITATOR TO CONFIRM THE STATUS OF THE SESSION/CLASS.

2. Please fill out completely:

Your Contact Information
This will not appear in calendar event

Full Name *

Email Address *

Phone Number

Contact Purposes ONLY- We need this information.

Organization

Outside Organizations or KCS Departments

Note to Calendar Administrator

Please enter the following here: Catering, Extra chairs or tables, or Extra items not listed in the room descriptions
3. Please fill out completely:

Event Information
This will appear in calendar event

- Event Title *
- Category *
  - Select a Category
- Start Date *
  - February
  - 12
  - 2018

☐ All day event    ☐ No end time

- Start Time *
  - 07
  - 00
  - am

- End Time *
  - 07
  - 00
  - pm

- Repeat Type
  - No repeats
  - NO REPEATS ALLOWED!

- Description
  - Event description only- this will be viewable to others.

- Web Page Link
  - Optional, go to for more event information

4. Please fill out completely:

Event Location

- Location
  - Select a Location
  - Must Be Selected!
  - Sarah Simpson Professional Development and Technology Center
5. **Please fill out completely:**

<table>
<thead>
<tr>
<th>Event Contact</th>
<th>Must Be Completed! We will contact you and let you know if the room reservation was accepted from this information.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td></td>
</tr>
<tr>
<td>Phone</td>
<td></td>
</tr>
<tr>
<td>Email</td>
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</tbody>
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6. **Please fill out completely:**

Click on the Send Suggestion button to send your request to the calendar administrator for review and approval. If you need assistance please call 865-579-8264, option 0. Thank you, SSPDTC.

You have FINISHED! Just click on “Send Suggestion” and it will go to the Sarah Simpson Calendar Administrators who will review your calendar request and notify you if the room reservation has been approved or denied.