Steps for reserving a room

1. Go to the online room reservation tool.

2. Select desired room code - This gives you details like size, location, and technology available in each individual room. If you are not logged into MyAUP, you will be asked to do so.

3. Click on the “Check Room Availability” button. This will give you an up-to-date schedule for the room in question. Please check that the classroom is available at your desired time.

4. Fill out the room reservation form according to your needs. All fields must be completed.
5. Read and tick the “USER’S AGREEMENT” boxes – you will not be able to submit your request until all rules have been read and ticked!

6. Click on the “Review” tab. Please review and verify the information you have indicated on the form.

7. Do not forget to then click on the "Submit" button--your submission is not complete until you press the "Submit" button!

8. Once you have submitted your request, it will be reviewed by the Registrar’s Office. Please note that until you have received a confirmation email from us, the room reservation has not been processed and the room is not considered reserved. Remember not to promote your event until you received a confirmation email from the Registrar’s Office.

Users should bear in mind that the Registrar’s Office must follow its publically stated room-booking priority order:

- Academics (AUP courses)
- Official university events (conferences, lectures organized by professors)
- Recreational (all extracurricular events organized by clubs or students).