

ROOM RESERVATION PROCESS

Determine the Date, Time and Preferred Location

Go to WPCconnect or visit the link located next to this section

<https://25live.collegenet.com/wpunj>



Complete all parts of the form, including furniture needs, catering and media tech. Push Submit.

Meeting Request— you will receive a confirmation email stating whether or not your reservation was approved.

Event Request — you will receive an email from Event Scheduling asking for more information or for Campus Activities to approve the request.

Campus Activities will be copied on the request

There may also be questions regarding additional details

Please be sure to REPLY ALL when responding

Please await approval from Campus Activities

You will receive a confirmation email (Room contract) once all approvals and/or additional details have been provided stating that a room reservation contract will be generated.

A copy of the room reservation contract will be sent to your e-mail account as well as CASL.

Step by Step Process for Room Reservations

- Determine the Date, Time and Preferred Location of your Event/Meeting
- Go to the external links page in Pioneer Life and click on reserve a room
- Once you enter all information that is requested and submit the form you will then receive an automated email stating that your request was successfully submitted
- Meeting Request– you will receive a confirmation email stating whether or not your reservation was approved. Once approved, a copy of the reservation contract will be sent to your club/organization mailbox, or your e-mail
- Event Request – you will receive an email from the Events office stating whether or not the room is available.
- Copies will be sent to Campus Activities and any other offices/departments necessary for approval.
- There may also be additional questions regarding details that are needed in order to process the request.
- Please be sure to REPLY ALL with any additional information that has been requested.
- Please await approval from Campus Activities and any other offices that we're noted. (Athletics, Rec Center and Shea are examples of other offices responsible for room requests).
- You will receive an email from Events Office once all approvals and/or additional details have been provided stating that they will process a room reservation contract.
- A copy of the room reservation contract will be sent to your club/organization mailbox. Or your e-mail