I. PURPOSE

Students require space for non-curricular events held throughout the academic year and this document outlines the process for accommodating these requirements.

II. STATEMENT

1.0 Students wishing to book a room on campus in London and/or Windsor can do so at http://www.uwomeds.com
   1.1 Log in using uwomeds account
   1.2 Click the "Events" tab
   1.3 Select "Room Booking" from the list
2.0 There is a schedule to check room availability at: https://www.schulich.uwo.ca/verc/roomschedules
3.0 To avoid duplicate bookings, the host or presenting site should make the request.