



## E•vents and Room Rese•rve A Guide to Functions and Responsibilities

The intention of this information sheet is to provide a high level overview of e•vents and room rese•rve as standalone applications and as partners. When working together, each retains its original functions (except those related to holidays and closings) while benefiting from cross-functional strengths.

e•vents	room rese•rve
<ul style="list-style-type: none"> <li>• e•vents provides tools for:               <ul style="list-style-type: none"> <li>➢ Managing Library-sponsored events and activities.</li> <li>➢ Reporting event schedules, PR needs, and event statistics.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• room rese•rve provides tools for:               <ul style="list-style-type: none"> <li>➢ Managing rooms.</li> <li>➢ Advanced costing.</li> <li>➢ Equipment inventory tracking.</li> <li>➢ Customizing Reservation Forms.</li> <li>➢ Reporting room and equipment schedules, and utilization statistics.</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• Library staff have the ability (based on security level) to:               <ul style="list-style-type: none"> <li>➢ Configure the system.</li> <li>➢ Add, modify, and delete events.</li> <li>➢ Register patrons.</li> <li>➢ Access reporting tools.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Library staff have the ability (based on security level) to:               <ul style="list-style-type: none"> <li>➢ Configure the system.</li> <li>➢ Assist patrons with reservations.</li> <li>➢ Accept or deny reservations.</li> <li>➢ Post fee and deposit payments.</li> <li>➢ Access reporting tools.</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• Patron access is limited to:               <ul style="list-style-type: none"> <li>➢ Viewing the event calendar.</li> <li>➢ Registering for events.</li> <li>➢ Subscribing to e-mail notifications and reminders.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Patron access is limited to:               <ul style="list-style-type: none"> <li>➢ Viewing the reservation calendar.</li> <li>➢ Submitting reservation requests for rooms or equipment.</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• The spaces where events are held:               <ul style="list-style-type: none"> <li>➢ Are called "Locations".</li> <li>➢ Are <u>not</u> profiled in the system (i.e., no details about room capacity and features).</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• The spaces where meetings are held:               <ul style="list-style-type: none"> <li>➢ Are called "Rooms".</li> <li>➢ <u>Are</u> profiled in the system (i.e., profiles include room capacity and features).</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• Holidays and other closings are managed by e•vents when e•vents:               <ul style="list-style-type: none"> <li>➢ Is a standalone application.</li> <li>➢ Works with room rese•rve.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Holidays and other closings are managed by room rese•rve when room rese•rve:               <ul style="list-style-type: none"> <li>➢ Is a standalone application.</li> </ul> </li> </ul>

### What Happens When They Work Together

When e•vents and room rese•rve are partnered:

- Room reservations appear on the e•vents calendar at the discretion of the library. Both room rese•rve and e•vents recognize reservation conflicts regardless of a reservation's appearance on the e•vents calendar.
- Events that use rooms configured in room rese•rve always appear on the room rese•rve calendar.
- Locations created in e•vents are not available to room rese•rve, unless they are configured as Rooms in room rese•rve.
- Rooms configured in room rese•rve are always available to e•vents.
- When e•vents and room rese•rve are partnered, e•vents assumes custody of holiday and closing functions.