



Academic and required college meetings/events reserved by department/college administration take priority for room reservations. Faculty and staff should wait until one week before classes start to book rooms and should not reserve beyond the current semester to ensure availability for academic and essential meetings and events.

Columbia Campus Rooms

Classroom		Conference Room			
Room	Capacity	Room	Capacity	Room	Capacity
409	122	303	8	510	12
		402	38	515	25
		403	10	602	16
		508	16		

Schedule Columbia campus classrooms and conference rooms through **Microsoft Outlook Calendar**.

- 1) Select *New Meeting* and type in the room into the required attendee section (Room 303, Nursing; Room 403, Nursing; etc.).
 - a. You can also add meeting attendees you want to include.
- 2) On the calendar invite, select *Scheduling Assistant* to see if the room is available for the date/time you are requesting.
- 3) Click *Meeting* to go back to the main screen so you can add the meeting name, additional attendees, and location.
- 4) Then *Send*. You will receive confirmation of your request within 48 business hours.

WMBB 125, 127, 133, and 231 are reserved through [25Live](#). If you need assistance, contact your office/department administrative coordinator.

Lexington Campus Rooms

Piloting Skedda to reserve spaces on the Lexington campus during the fall 2024 semester.

Classroom		Conference		Hoteling	Consult	Video/ Recording
Room	Capacity	Room	Capacity	306	307	320
111	152	302G*	7	318	308	321
112	160	303	29	319		
113	92	336	16	These spaces are intended for employees without an assigned office on the LMC campus.	These spaces are intended for employees without a closed office space on the LMC campus but need a private space to meet with students.	These spaces are intended for employees without a closed office space on the LMC campus to record presentations or have virtual meetings.
119	72	337	9			
		346*	10			
		* Priority Reservations: 302G - Student Affairs 346 - Dean’s Office				

Log In Link: <https://uscon.skedda.com> (Select log in with SSO)

Skedda is a self-service platform to reserve spaces on the Lexington campus.

- 1) Select the date you want to reserve a room.
- 2) Use the drop-down menu in the top center of the screen to select the floor of the space you need to reserve.
 - a. LMC – 1st floor has classrooms, LMC – 3rd floor has conference rooms, consultation rooms, hoteling offices, and video/recording rooms.
- 3) Select the dot for the space you want to reserve.
- 4) A pop-up will open for selecting your preferred start time.
- 5) Once you select your start time, then a second pop-up window will open.
 - a. Enter your end time.
 - b. Holder: enter your name.
 - c. Booking Title: Add a meeting purpose/summary
 - d. Confirm booking
- 6) You've reserved your room!

If you are meeting with others, you must create a calendar invite in Microsoft Outlook and indicate the meeting room on your calendar invite.

Columbia Campus Parking

Pendleton Street Garage			B6 Lot	
Level 3A		Level 4A	Space	Priority
514	524	659	54	Campus visitors: faculty candidates, research participants, guest speakers, etc.
515	546		324	
516	547			
523				

Log In Link: <https://uscon.skedda.com> (Select log in with SSO)

- 1) Select the date you want to reserve a parking space.
- 2) Use the drop-down menu at the top center of the screen and select Parking Map.
- 3) Select the dot for the space you want to reserve.
- 4) A pop-up will open for selecting your preferred start time.
- 5) A second pop-up window will open once you select your start time.
 - a. Enter your end time.
 - b. Holder: enter your name.
 - c. Booking Title: add your car type and color.
 - d. Confirm booking
- 6) You've reserved your parking space!
 - a. Use your hang tag or contact the Dean's Office for a visitor's permit to place in your car's dash.