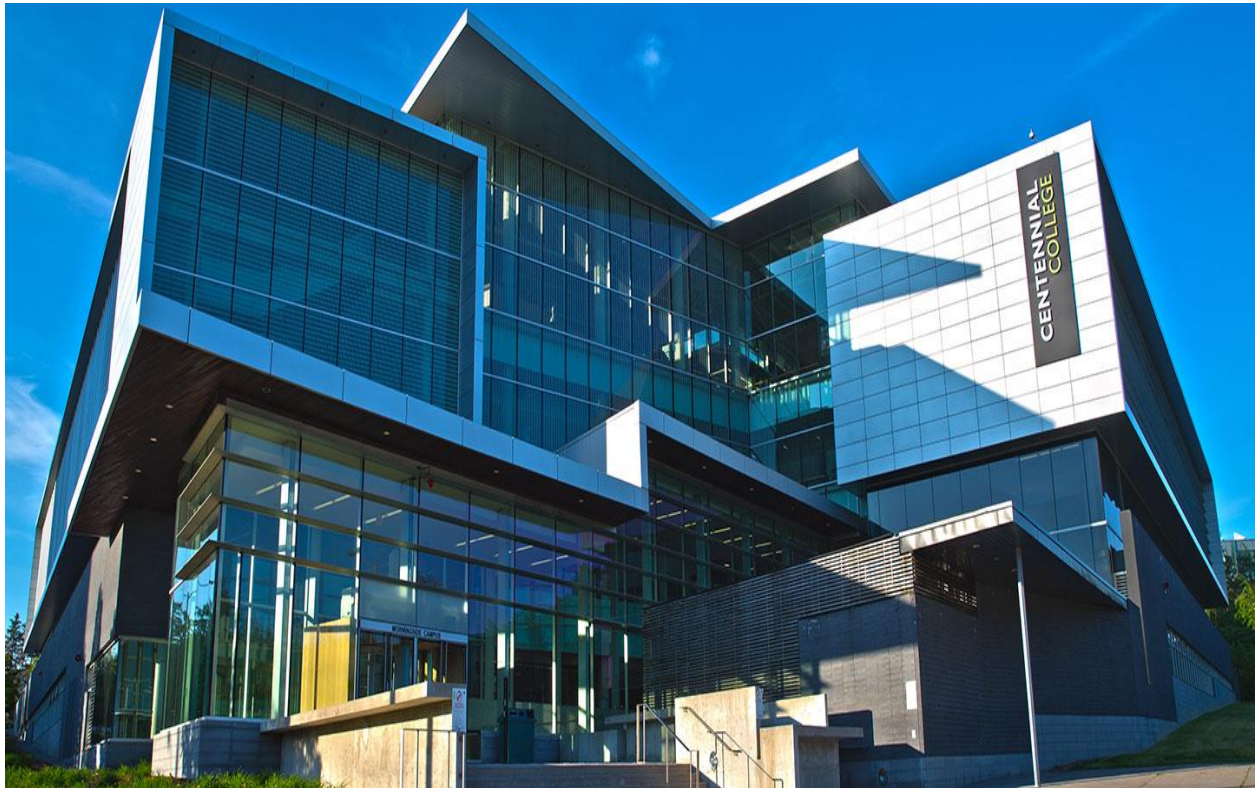


# Centennial Room Booking Portal Guide



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## 1. Introduction

Welcome to the Centennial College Room Booking System!

The Centennial Room Booking Portal is to provide transparency and accessibility to schedules for all the academic and non-academic events. All staff members and faculty can access the Centennial Booking Portal through MyCentennial and other access points on the College website.

The room booking portal is used to reserve classroom and computer lab space at Progress Campus, Morningside Campus, Ashtonbee Campus, Downsview Campus, Pickering Learning Site, and Eglinton Learning Site during defined times during the semester.

This user guide will provide guidelines for Ad Hoc Room requests/reservations using the Centennial Booking Portal to view Calendars (schedules) for rooms, courses, and events.

## 2. Important Information

- Most classrooms and computer labs requests can be booked through 'Self-Service' and do not require approval from the Scheduling Office.
- When requesting a reservation through '**Self Service**' users must note:
  - Reservations have a maximum duration of three (3) hours
  - Reservations can be made up to thirty (30) days in advance
  - One classroom or computer lab per Self-Service reservation

If the reservation exceeds the three (3) hour duration above, the reservation must be placed through '**Requests**' using the portal.

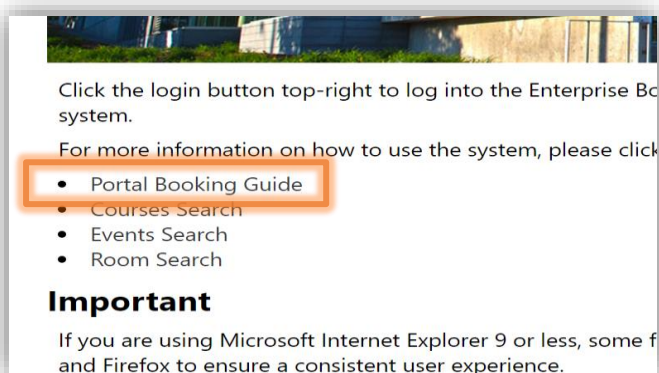
- Reservations or requests requiring multiple rooms for large or all-day events (e.g. orientation) must be submitted **via e-mail** detailing the duration, time and date of the request. To ensure approval, these types of booking requests must be made 72 hours in advance. Requests will be taken **Monday - Friday from 8:30 AM – 4:00 PM** and will be responded to within 48 hours once approved by the Scheduling Office.
  - Requests between 7:30 am – 6:30 pm [RoomReservationsday@centennialcollege.ca](mailto:RoomReservationsday@centennialcollege.ca)
  - Requests after 6:30 pm and weekends [PTLScheduling@centennialcollege.ca](mailto:PTLScheduling@centennialcollege.ca)
- The response times may be extended during peak scheduling and registration periods.
- For Centennial Booking Portal or Self Service closures, refer to announcements on the home page of the portal.
- Classrooms and computer labs are booked on the ½ hour, not on the hour
- For AD Hoc Requests at The Story Arts Centre e-mail:
  - Puong Nguyen, [TMPNguyen@centennialcollege.ca](mailto:TMPNguyen@centennialcollege.ca)
  - Manuel Ascencio, [MAAscencio@centennialcollege.ca](mailto:MAAscencio@centennialcollege.ca)
  - Thalia Khan, [TKhan@centennialcollege.ca](mailto:TKhan@centennialcollege.ca)
- For further inquiries on how to use the portal, non-self-approved requests, e-mail [RoomReservationsDay@centennialcollege.ca](mailto:RoomReservationsDay@centennialcollege.ca) or call ext. 7182.

### 3. Centennial Booking Portal User Guide

The Centennial Portal Booking User Guide provides an overview of how to use the portal and its various functions:

- Login Information
- Steps to 'Find, Request or 'Book a Specific Room' through 'Self-Service' Approval
- Steps to 'Find, Request or 'Book a Specific Room' through 'Request'
- Guidelines and Usage
- Bookable Hours
- How to Search for rooms, courses, and events
- Self Service Request versus Portal Requests at A Glance

Access to the Portal Booking User Guide can be found on the Centennial Portal Home Page.



### 4. Bookable Hours

Classrooms and computer lab space can only be booked between the times indicated below:

- 7:30 AM – 10:30 PM (Monday – Friday), 8:30 AM-5:30 PM (Saturdays and Sundays) at Progress, Morningside, Ashtonbee, Eglinton Learning Site, and Pickering Learning Site

### 5. Accessing the Portal

The portal can be accessed through the links provided below:

- **Direct Link** - <https://booking.centennialcollege.ca/portal/>
- **MyCentennial** - <https://my.centennialcollege.ca/web/home-community/home>  
(under Centennial Resources)
- **MyCentennial** - <https://my.centennialcollege.ca/web/home-community/employee>  
(under Employee Resources)

## 6. Logging In

Users can Log in to the Centennial Booking Portal by using their ADID (Active Directory) username and password. These are the same credentials used to log in to the College computer network.

STEP 1:  
Click on 'Log in' Tab

The screenshot shows the Centennial Booking Portal interface. At the top left is the 'CENTENNIAL COLLEGE' logo. Below it is the 'Centennial Booking Portal' header. On the left is a navigation menu with links: Home, Calendar Search, All Activities, Courses, Events, and Rooms. The main content area is titled 'BOOKING PORTAL' and features a large background image of a modern building. In the top right corner, there is a 'Log in' tab highlighted by an orange callout. In the center of the page, an 'Authentication Required' dialog box is displayed, prompting the user to enter their credentials. The dialog box contains fields for 'Username' and 'Password', a 'Log in' button, and a 'Cancel' link. An orange callout points to this dialog box with the text 'STEP 2: Type in your Log in credentials here'.

## 7. Self Service Approval

**(3 hours Maximum and 30 days in advance ONLY)**

This feature of the Room Booking Portal allows you to book rooms through the Self Service feature of the Portal. No further approval is required, and reservations are finalized immediately. Self Service rooms can only be booked for a maximum duration of three (3) hours, and 30 days in advance. Beyond this, the requestor will be required to submit a **'Request'** for approval from a Scheduling Office. ([For reference see page 3 – Important Information section](#))

## 7.1 Steps to 'Find a Room' for Self-Service Approval

This is used to find an available room when a specific room is not required.

1. Under Self Service Tab, Click on **Find a Room**.
2. From the Booking Type key, select **Self Service Rooms** from the drop-down menu.

The screenshot shows the Centennial Booking Portal interface. On the left, a navigation menu includes 'Home', 'My Calendar', 'My Bookings', 'Self Service', 'My Self Service', 'Find a Room' (highlighted with an orange box and labeled 'STEP 1'), 'Book a Specific Room', 'Requests', 'My Requests', 'Find a Room', 'Request a Specific Room', and 'Room'. The main content area is titled 'FIND A ROOM' and contains two sections: 'Booking Criteria' and 'Availability'. In the 'Booking Criteria' section, the 'Booking Type' dropdown is set to 'Self Service Rooms' (labeled 'STEP 2'), and the 'Location' dropdown is set to '•PRO - PROGRESS CAMPUS'. There is also a checkbox for 'Use additional criteria'. The 'Availability' section includes a 'Duration' dropdown set to '01:00', a 'Between' section with time selectors for '9:30 AM' and '10:30 AM', and a 'Verify Calendar' button.

3. In the Location section, select your preferred location (campuses or building) from the drop-down menu.
4. To search for additional room criteria such as minimum capacity required, check on the box **Use additional criteria**.

## Steps to Find a Room for Self Service Approval (cont'd)

**CENTENNIAL COLLEGE**

Centennial Booking Portal

Portal - Home > Find a Room

**FIND A ROOM**

Booking Criteria

Booking Type: Self Service Rooms

Location: PRO - PROGRESS CAMPUS

☒ Use additional criteria

Room Types:

☐ CLAS - Class

☐ LAB - Lab

Floor Levels:

Pavilions:

Characteristics:

Configuration Types:

Minimum Capacity: 4

Minimum Area: 0

**STEP 3**

**STEP 4**

5. Select **Duration** of time under the '**Availability** Tab'.
6. Under the **Between** Tab, choose the required Start/End Time for this reservation, and click on **Verify Calendar**.

**CENTENNIAL COLLEGE**

Centennial Booking Portal

Portal - Home > Find a Room

**FIND A ROOM**

Availability

Booking Type: Self Service Rooms

Location: PRO - PROGRESS CAMPUS

☐ Use additional criteria

Duration: 01:00

Between: 11:30 AM and 12:30 PM

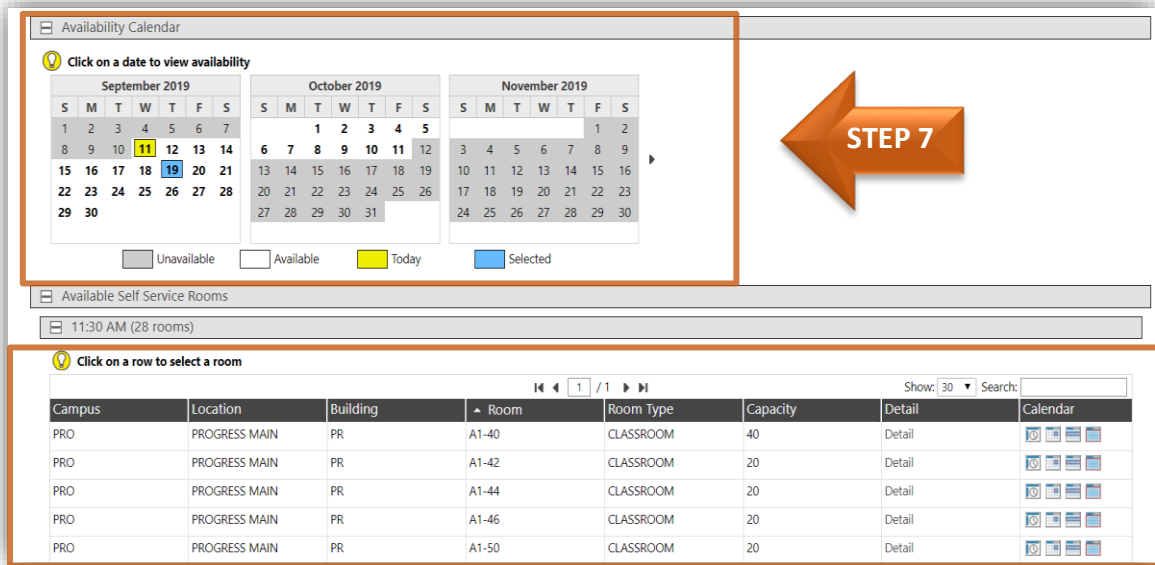
Verify Calendar

**STEP 5 & 6**



## Steps to Find a Room for Self Service Approval (cont'd)

7. Select the required date from the **Availability Calendar** for this particular room reservation.
8. You will now see all the available rooms matching your chosen search criteria under the '**Available Self Service Rooms**'. Click on any room to select it.



**Availability Calendar**

Click on a date to view availability

September 2019    October 2019    November 2019

Legend: ☐ Unavailable   ☐ Available   ☒ Today   ☒ Selected

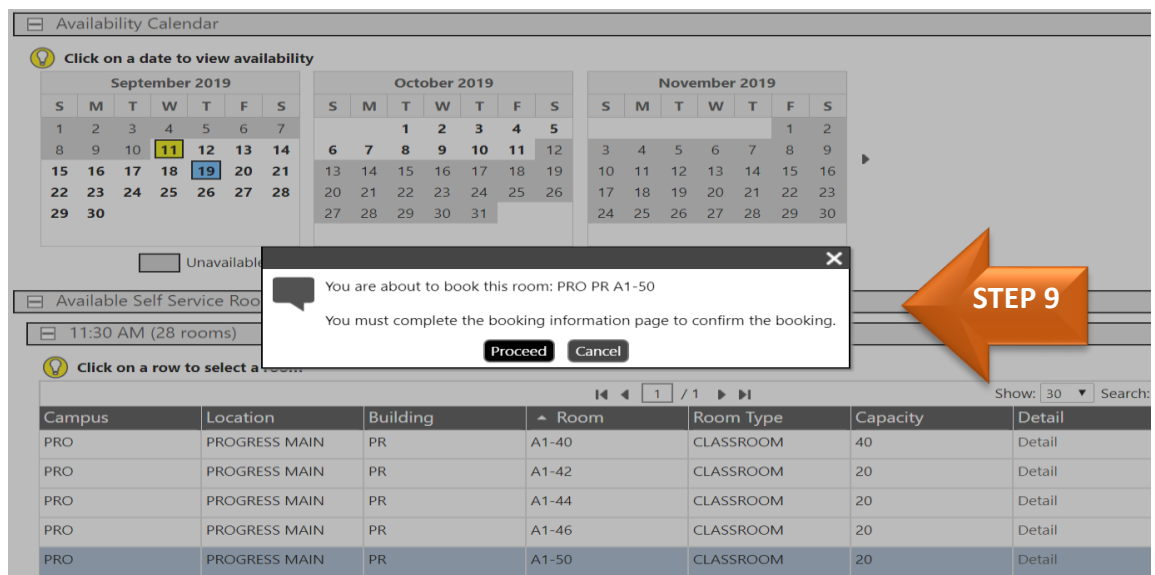
**Available Self Service Rooms**

11:30 AM (28 rooms)

Click on a row to select a room

Campus	Location	Building	Room	Room Type	Capacity	Detail	Calendar
PRO	PROGRESS MAIN	PR	A1-40	CLASSROOM	40	Detail	
PRO	PROGRESS MAIN	PR	A1-42	CLASSROOM	20	Detail	
PRO	PROGRESS MAIN	PR	A1-44	CLASSROOM	20	Detail	
PRO	PROGRESS MAIN	PR	A1-46	CLASSROOM	20	Detail	
PRO	PROGRESS MAIN	PR	A1-50	CLASSROOM	20	Detail	

9. Once you select a room, a dialog box will appear. If you wish to continue with this room reservation, click '**Proceed**'.



**Availability Calendar**

Click on a date to view availability

September 2019    October 2019    November 2019

Legend: ☐ Unavailable   ☐ Available   ☒ Today   ☒ Selected

**Available Self Service Rooms**

11:30 AM (28 rooms)

Click on a row to select a room

**Dialog Box:**

You are about to book this room: PRO PR A1-50

You must complete the booking information page to confirm the booking.

**Proceed** **Cancel**

Campus	Location	Building	Room	Room Type	Capacity	Detail
PRO	PROGRESS MAIN	PR	A1-40	CLASSROOM	40	Detail
PRO	PROGRESS MAIN	PR	A1-42	CLASSROOM	20	Detail
PRO	PROGRESS MAIN	PR	A1-44	CLASSROOM	20	Detail
PRO	PROGRESS MAIN	PR	A1-46	CLASSROOM	20	Detail
PRO	PROGRESS MAIN	PR	A1-50	CLASSROOM	20	Detail



## Steps to Find a Room for Self Service Approval (cont'd)

10. A 'Booking Confirmation' page will open. Make sure to complete the mandatory fields as highlighted in the image below.

Portal - Home > Find a Room > Booking Confirmation

**BOOKING CONFIRMATION**

**Booking information**

Booking Type: Self Service Rooms

Number of Attendees:

**Time Information**

Date: 2019/09/19 Start Time: 11:30 AM End Time: 12:30 PM Duration: 01:00

**Location Information**

Campus: PRO Building: PR Room: PRO PR A1-50 (Details) Room Type: CLAS

Room Configuration: Default

**Other Information**

Event Name:  \* Minimum length not met (Need 3 more characters).

Event Specific Details/Notes  255 character(s) left.

Your booking will be submitted to: EnrollmentServices Contact Information: RoomReservationsDay@centennialcollege.ca / 416-289-5000, ext. 7182

Confirm

**STEP 11** points to the 'Find a Room' link in the breadcrumb.

**STEP 10** points to the 'Event Name' and 'Event Specific Details/Notes' fields.

11. If you have made an error in the date, Start/End time or duration, go to **Find a Room** (In the Navigation Bar, on the top of the page) to return to the start of the process.
12. Click on '**Confirm**' after filling out the required information, and then select **OK** to confirm the booking. You will receive an e-mail confirming your reservation.
13. Your confirmed booking will be visible in both **My Self Service** and **My Bookings**.

Portal - Home > Find a Room > Booking Confirmation

**BOOKING CONFIRMATION**

**Booking information**

Booking Type: Self Service Rooms

Number of Attendees: 20

**Time Information**

Date: 2019/09/19 Start Time: 11:30 AM End Time: 12:30 PM Duration: 01:00

**Location Information**

Campus: PRO Building: PR Room: PRO PR A1-50 (Details) Room Type: CLAS

Room Configuration: Default

**Other Information**

Event Name: TEST 26 character(s) left.

Event Specific Details/Notes Test Booking 243 character(s) left.

Your booking will be submitted to: EnrollmentServices Contact Information: RoomReservationsDay@centennialcollege.ca / 416-289-5000, ext. 7182

Confirm

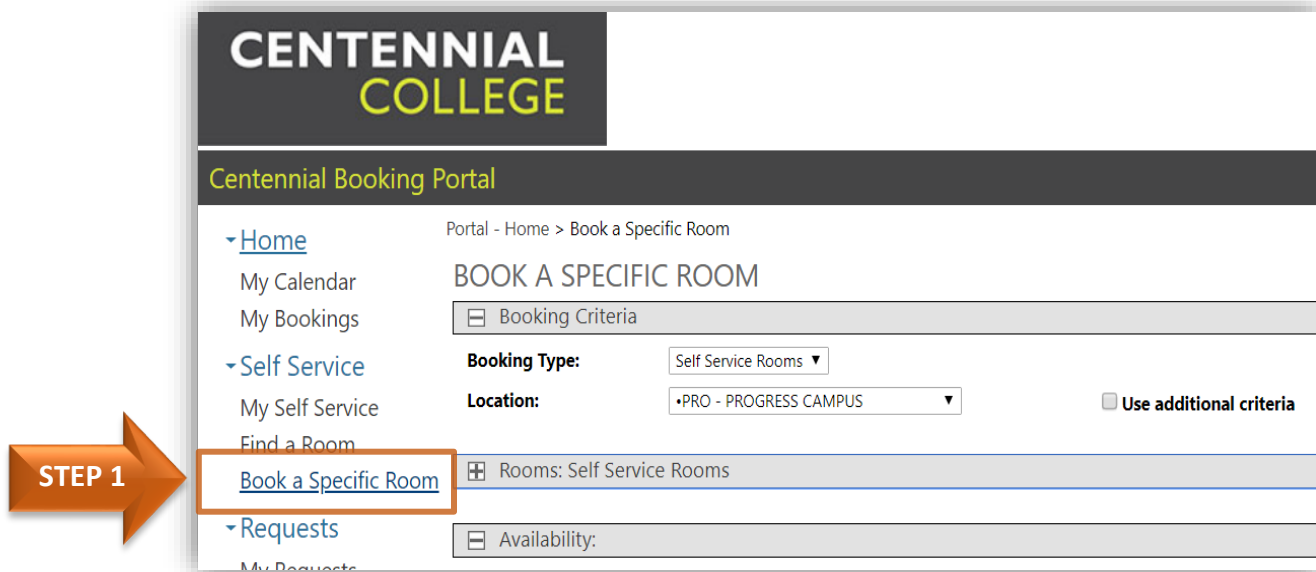
**STEP 12** points to the 'Confirm' button.

A dialog box is shown: Select OK to confirm this booking. OK Cancel

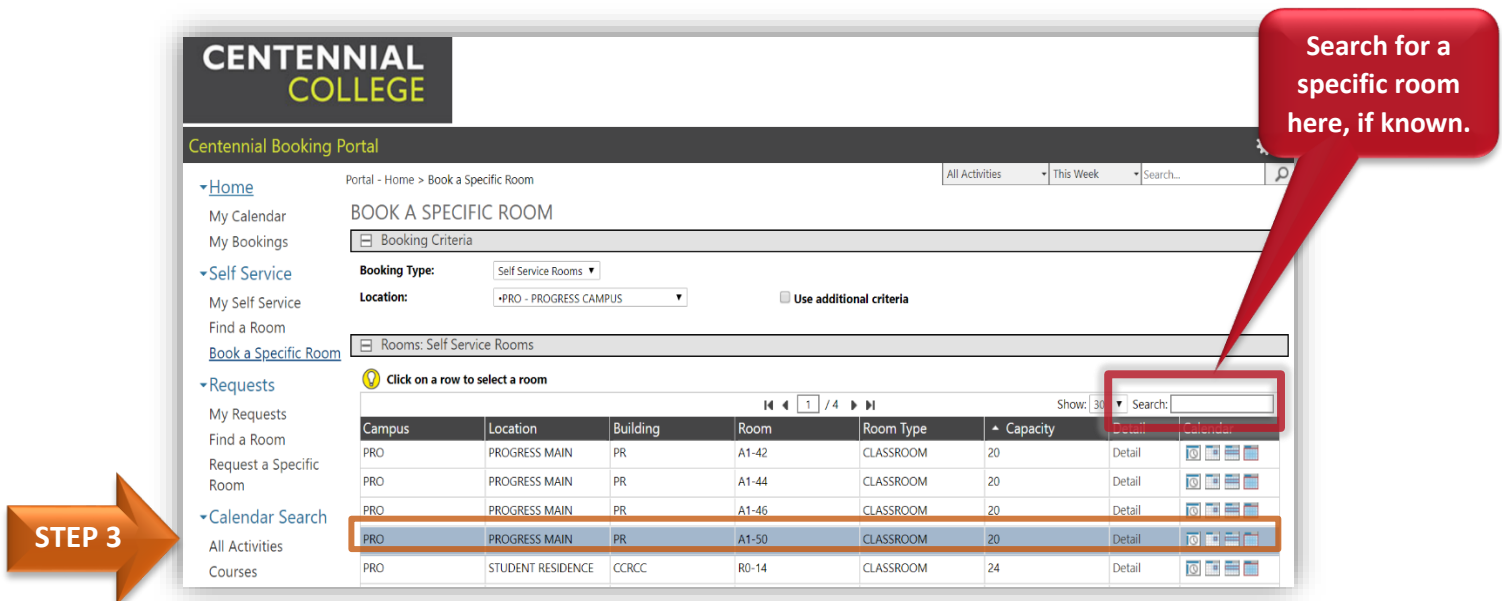
## 7.2 Self Service Approval - A SPECIFIC Room

Use this option when you want to book a specific room. This is similar to 'Find a Room' option, however, you will be required to choose a specific room first when using this section, and then check its availability.

1. On the Navigation tab, under **Self Service** Tab, click on **Book a Specific Room**.

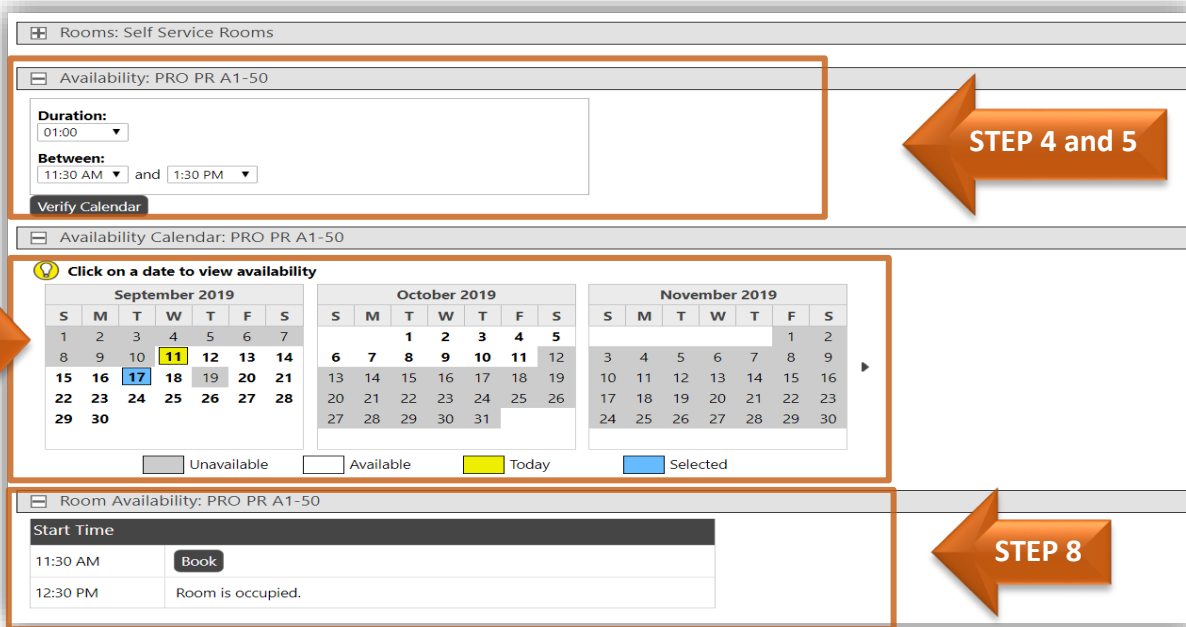


2. Follow **Steps 5 and 6** the same as in **Find a Room**. [\(For reference, see page 7 and 8\)](#)
3. Select a **specific room** from a room list or type a specific room in the **search bar** to filter the list of rooms.



## Self Service Approval - A SPECIFIC Room cont'd

4. Once you select a specific room, pick a duration of time for your room booking.
5. Follow **Step 7 to 13** the same as in 'Find a Room'. (*For reference see Pages 8 and 9*)



**Rooms: Self Service Rooms**

**Availability: PRO PR A1-50**

**Duration:**  
01:00

**Between:**  
11:30 AM and 1:30 PM

**Verify Calendar**

**Availability Calendar: PRO PR A1-50**

**Click on a date to view availability**

September 2019							October 2019							November 2019						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	1	2	3	4	5								1	2
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23
29	30						27	28	29	30	31			24	25	26	27	28	29	30



☐ Unavailable
 ☐ Available
 ☐ Today
 ☐ Selected

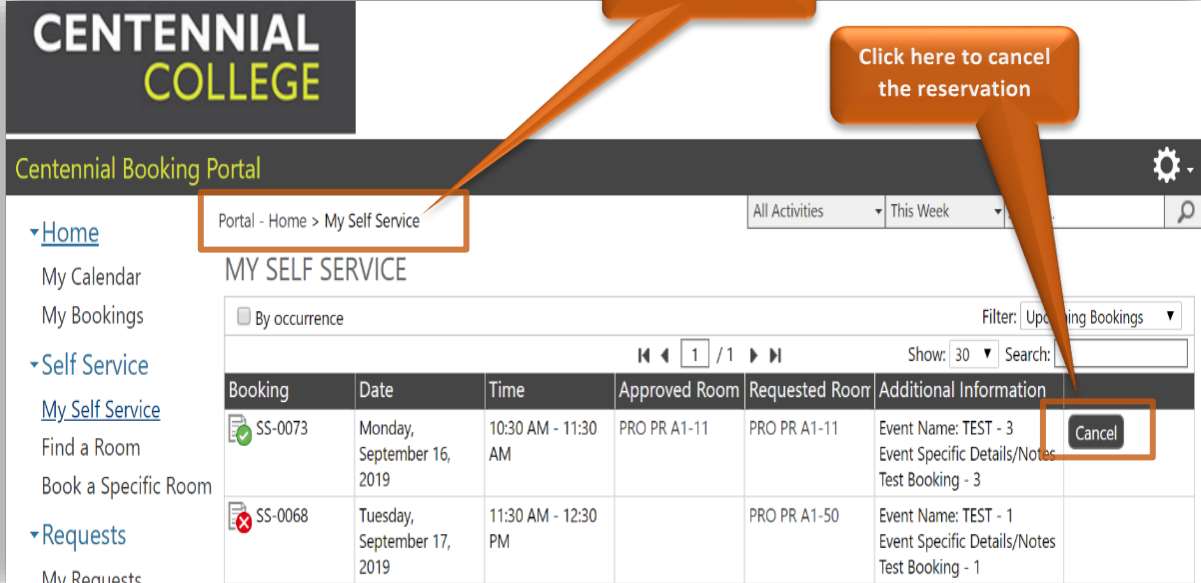
**Room Availability: PRO PR A1-50**

**Start Time**

11:30 AM	<b>Book</b>
12:30 PM	Room is occupied.

## 7.3 My Self-Service

- You can view all of your Self Service reservations in table format under your **My Self Service** section. The first column will indicate the reference number associated with your reservation as well as a status indicator (either Approved  or cancelled , and the other columns will reflect the details of your reservation.



Navigation Bar

Click here to cancel the reservation



Portal - Home > My Self Service

### MY SELF SERVICE

By occurrence

Filter: Upcoming Bookings

Show: 30 Search:

Booking	Date	Time	Approved Room	Requested Room	Additional Information
 SS-0073	Monday, September 16, 2019	10:30 AM - 11:30 AM	PRO PR A1-11	PRO PR A1-11	Event Name: TEST - 3 Event Specific Details/Notes Test Booking - 3
 SS-0068	Tuesday, September 17, 2019	11:30 AM - 12:30 PM		PRO PR A1-50	Event Name: TEST - 1 Event Specific Details/Notes Test Booking - 1

Cancel

- Users can cancel the requests by using the **'CANCEL'** tab of the particular booking. The status indicator will change to cancelled, and the meeting date, time and approved room information will be removed.
- To modify the request, open the booking you wish to modify and click modify this booking found at the bottom of the booking information page.

To	Action
Bookings	Self Service

Cancel this booking    Modify this booking

4. From the list of modification options, select applicable option and click proceed.

**Status:** Approved

---

**Time Information**

**Date:** Monday, September 30, 2019  
**Start Time:** 8:30 AM

---

**Room Information**

**Room:** PRO PR L2-16 (Details)  
**Room Type:** CLAS - Class  
**Room Default:** Default

---

**Other Information**

\* **Event Name:** Exams TEst

**Event Specific Details/Notes:** <not specified>

**Booking Modification** [X]

By modifying this booking, a new booking will be created and the original booking will be cancelled.

---

Please select one of the following options:

- ☒ Keep the same room, find a different date or time
- ☐ Find a different room, and optionally change date or time
- ☐ Keep the same room, date and time, and only change other information

*Please note that, in all cases, you will have the opportunity to modify additional information if applicable.*

Proceed Cancel

---

History

Date	To	Action	Subject
Sep 24, 2019 9:51 AM	Portal	Self Service	Portal - Self Service Booking Confirmed

Show: 30 Search:

1 record

Cancel this booking
Modify this booking

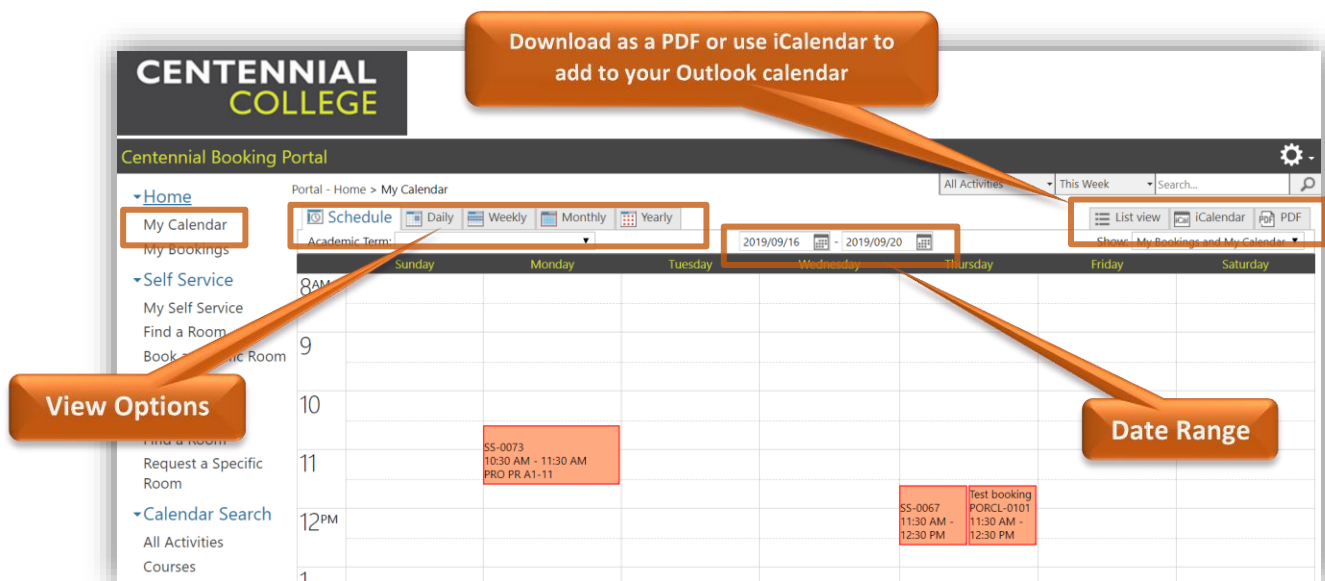
## 8. Home

### 8.1 My Calendar

Users can view a calendar of the Self Service reservations made under your **My Calendar** section. By default, your calendar will show a **Schedule View**. You can also look at a List View of all your requests by clicking the **List View** tab.

#### 1. Schedule View

The default view of My Calendar is **Schedule View**. It shows all requests during a window of time compiled into one 7 day view of a calendar. Schedule View allows for some flexibility in selecting the date range. Although the schedule view has a 7-day window, it displays reservations for the date range you have selected, even if it's just for a day.



#### 2. List View

View all the reservations that you have made in a list format, use the **List View** option on right side of the screen.

#### 3. Calendar View

Use this to switch back to the default view; that is, List View.




#### 4. iCalendar

This option allows you to download your room bookings directly into your outlook email calendar. This option will only be available if there is at least one reservation displayed on the screen.

#### 5. PDF

Using PDF option, you can download all of your room reservations in the form of a PDF file.

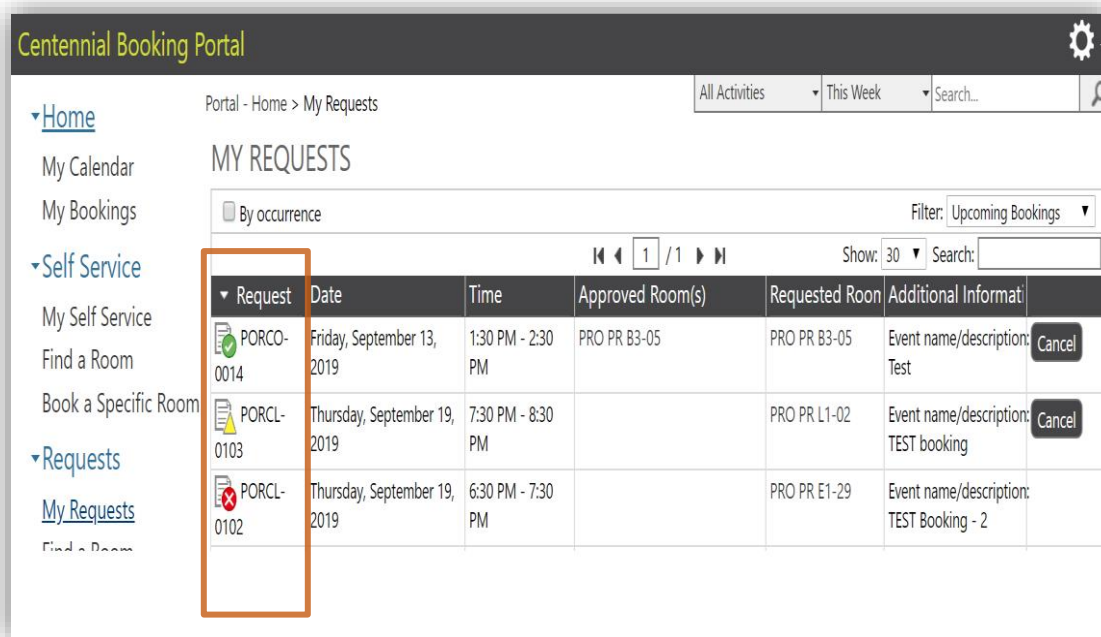
## 8.2 My Bookings






1. As in My Self Service you can view all of your requests/reservations in a table format under the **My Bookings**.
2. The first column indicates reference numbers associated with your reservation as well as a status indicator (Pending  Approved  Cancelled  ).
3. The remaining columns display the details of your reservation.
4. You can cancel a reservation by clicking the cancel button on the right-hand column of the reservation. *(For Reference, see Page 13 My Self Service)*

## 9. Requests

This is where anything beyond the Self Service approval limits takes place. All the users are required to submit a **'Request'** if you need a room booking for **more than 3 consecutive hours**, which requires approval from the Scheduling Office (Scheduling Department, Enrolment Services).

Just like Self Service, this also has two different options, **Find a Room** and **Request a Specific Room**.



Request	Date	Time	Approved Room(s)	Requested Room	Additional Information	Cancel
 PORCO-0014	Friday, September 13, 2019	1:30 PM - 2:30 PM	PRO PR B3-05	PRO PR B3-05	Event name/description: Test	
 PORCL-0103	Thursday, September 19, 2019	7:30 PM - 8:30 PM		PRO PR L1-02	Event name/description: TEST booking	
 PORCL-0102	Thursday, September 19, 2019	6:30 PM - 7:30 PM		PRO PR E1-29	Event name/description: TEST Booking - 2	



## Requests cont'd

## 9.1 Find a Room

- Follow the same steps as [8.1. Steps to 'Find a Room'](#) for Self Service Approval.
- The only difference is that the request will be submitted at the end, and the status will be pending until approved by the Scheduling Office.

## 9.2 Request a Specific Room

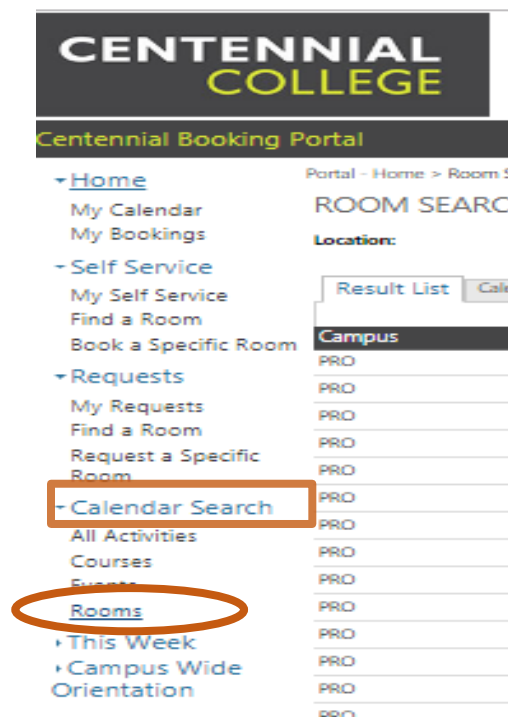
Follow the same steps as [8.2 Steps to 'Find a Specific Room'](#) for Self Service Approval

- The only difference is that the request will be submitted at the end, and the status will be pending until the Scheduling Office processes it.

## II. Calendar Search

## 11.1 Room Search

This allows users to view room Calendars (Schedules) by accessing the Room, Course and Events tab from the **Portal Page**.



## Room Search cont'd

You can change the view of this screen to the Calendar by clicking 'Calendar View' tab provided.

1. Click on Rooms to view a list of all the rooms in the Portal. The default view is the **Result List**.

Centennial Booking Portal

Portal - Home > Room Search

ROOM SEARCH

Location: PRO - PROGRESS CAMPUS ☐ Use additional criteria

Result List **Calendar View**

Campus	Location	Building	Room	Room Type	Capacity
PRO	PROGRESS MAIN	PR	B3-04	LAB COMPUTER	40
PRO	PROGRESS MAIN	PR	B3-05	LAB COMPUTER - DICTA	40
PRO	PROGRESS MAIN	PR	B3-06	LAB COMPUTER	40
PRO	PROGRESS MAIN	PR	B3-07	LAB COMPUTER - DICTA	40
PRO	PROGRESS MAIN	PR	B3-08	LAB COMPUTER	40

## Calendar View of Room Search

Portal - Home > Room Search

ROOM SEARCH

Location: PRO - PROGRESS CAMPUS ☐ Use additional criteria

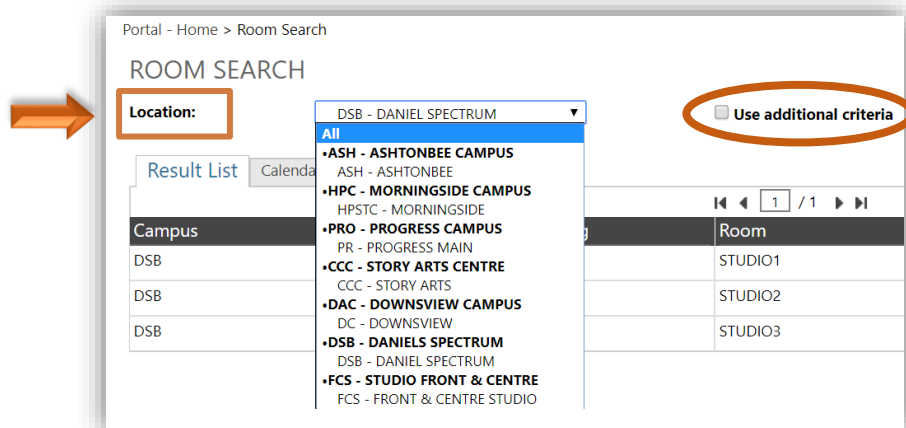
Result List **Calendar View**

Sep 13, 2019

Room	8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM
PRO PR B3-04	BU-3620-OAGN115 2019 8:30 AM - 10:20 AM PRO PR B3-04	BU-3620-LAWS223 2019 10:30 AM - 12:20 PM PRO PR B3-04	ST-3515-COMP120 2019 ST-3515-COMP120 2019 ST-3515-COMP120 2019	BU-3625-BUSN112 2019 2:30 PM - 4:20 PM PRO PR B3-04	ST-3542-MTID313 2019 4:30 PM - 6:20 PM PRO PR B3-04						
PRO PR B3-05	BU-3620-OAGN261 2019	BU-3620-OALE250 2019		Portal Bookin	BU-3620-OAGN115 2019	Internal Book					
PRO PR B3-06	BU-3620-LAWS315 2019	BU-3620-OAGN115 2019			ST-3542-MT 106 201909-1-002-L002						

## Room Search cont'd

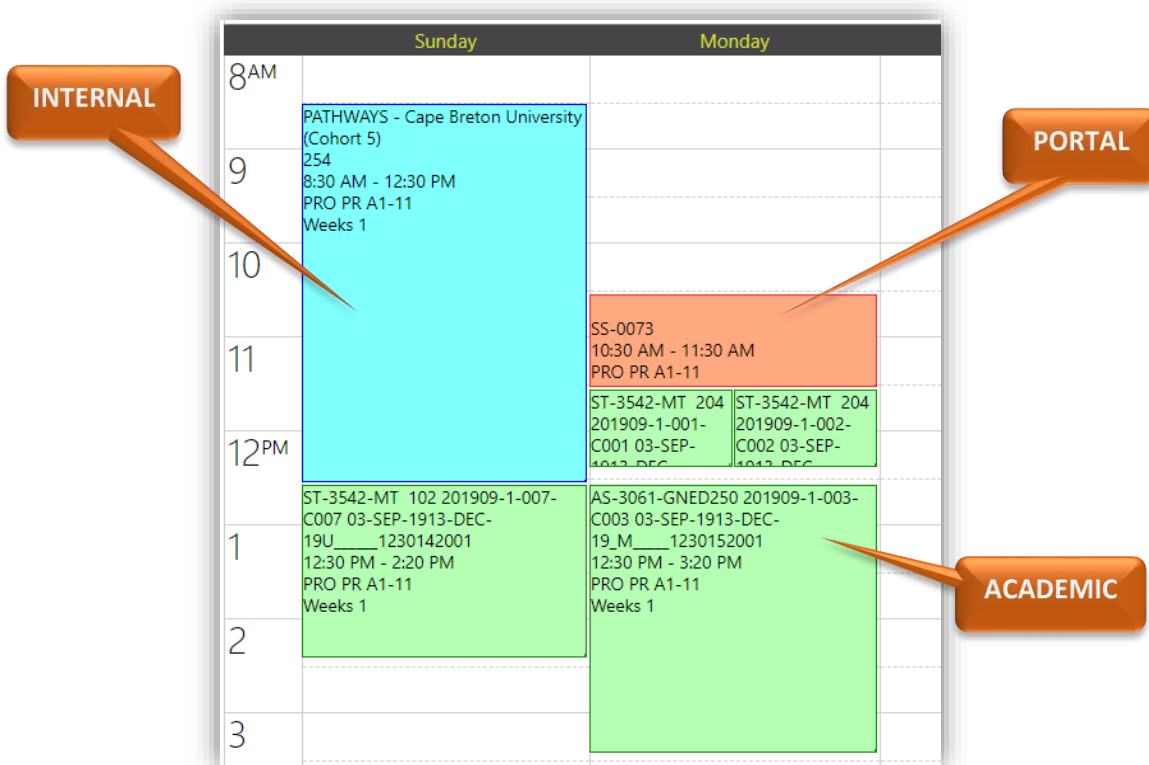
2. Use the **Location** drop-down menu to choose a specific campus/building, and check on the box beside **Use additional criteria** to further narrow-down your room search.



3. To restart your room search, start the process from **STEP 1**.

All the room bookings are color-coded to represent three different categories:

- Academic (Courses scheduled on Banner) – **Green**
- Internal Bookings/Block-offs (Scheduling Department) – **Light Blue**
- Portal Bookings (Self-serve or Requests) – **Orange**



## 11.2 Course Search

This option allows you to lookup different courses running at Centennial over a span of time.

1. To start your **course search**, use the **search bar** to look for a specific course. Enter Course Code (e.g. GNED500, ACCT).
2. You can also do a general search using the other options as shown on the screen below in terms of Date, Time, Campus, and Building.

Portal - Home > Course search > Course Search Result

Search Criteria

Search String: acct  
Date: September 15, 2019 - September 21, 2019  
Campus: PRO - PROGRESS CAMPUS

Search Results

View the results in a calendar:

Summary View **Details View**

View the results in a calendar:

View: 30 Search:

Course	Section	Term	Component	Type	ID	Start Date	End Date	Day	Time	Location	Calendar
ACCT110	001	201909-1	C001	LEC	03-SEP-1913-DEC-19__R_0830102001	9/3/2019	12/13/2019	R	8:30 AM - 10:20 AM	PRO PR L1-08	
ACCT110	001	201909-1	C001	LEC	03-SEP-1913-DEC-19_M__1430162002	9/3/2019	12/13/2019	M	2:30 PM - 4:20 PM	PRO PR E3-12	

## 11.3 Event Search

This allows users to search for various events that might be happening at any Campus at a particular time. Event Search is same as course search; follow the same steps as for a course search.

### Summary View of Event Search Results





Portal - Home > Event search > Event Search Result All Activities This Week

**Search Criteria**









**Date:** September 12, 2019  
**Campus:** PRO - PROGRESS CAMPUS

**Search Results**

**Summary View** Details View

View the results in a calendar:    

1 / 1 Show: 30

Event	Portal Reservation	Calendar
Internal		   
Self Serve C2-03E		   

### Detail View of Event Search Results





Portal - Home > Event search > Event Search Result All Activities This Week Search...

**Search Criteria**

**Date:** September 12, 2019  
**Campus:** PRO - PROGRESS CAMPUS









**Search Results**

Summary View **Details View** PDF

View the results in a calendar:    

1 / 1 Show: 30 Search:

☐ By occurrence

Event	Activity	Reservation	Start Date	End Date	Day	Time	Location	Calendar
Internal	Course-Related	250	9/3/2019	12/19/2019	R	5:30 PM - 9:30 PM	PRO PR L1-14	   
Internal	Course-Related	290	9/12/2019	9/12/2019	R	5:30 PM - 8:30 PM	PRO PR C3-15	   

## 12. Self Service vs. Portal Request at a Glance

### Self Service

- **Automatic** - System Approval
- 3-hour maximum reservation duration
- Reservation up to 30 days in advance
- One (1) classroom or computer lab per reservation
- Automatic e-mail confirmation sent to requestor
- **Portal Access:** [https:// booking.centennialcollege.ca](https://booking.centennialcollege.ca)

### Portal Requests

- **Delayed** - 48-hour approval time
- Allow 72-hours for submission
- Requests more than 3-hour duration
- Requests more than 30 days in advance
- One (1) classroom or computer lab per request
- E-mail confirmation sent to requestor after approval
- **Portal Access:**  
<https://booking.centennialcollege.ca>

### E-mail Request

- Large events (e.g. orientation)
- Multiple room requests
- Allow 72- hours for submission
- 48-hour approval time
- E-mail submission required:  
[RoomReservationsDay@centennialcollege.ca](mailto:RoomReservationsDay@centennialcollege.ca)  
between – 7:30 am-6:30 pm
- [PTLScheduling@centennialcollege.ca](mailto:PTLScheduling@centennialcollege.ca) – after  
6:30 pm & weekends
- E-mail confirmation after approval sent to requestor