

Columbus Consolidated Government Facilities Reservations User Guide

Last Updated: 05/15/2022

- RESERVE A ROOM
- City Manager's Page
- Government Home Page

[Go to Printer friendly version](#)

<< < > >>

May 2022

month allEvents

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

- The top left (blue) button directs users to the reservation creation form
- The two (Grey) buttons open the City Manager's and City's pages respectively
- Under these a link will route the page to a more print-friendly page
- The All Events button on the right will change from calendar view to agenda view to list all upcoming events
- Employees can login to see any events internal to their specific department

Creating a reservation

New Reservation

Room Availability

The buildings are not open on weekends, or after hours. Reservations cannot be scheduled prior to 8:30 AM. A \$35 per hour security fee will be applied to any reservation taking place after 5:00 PM.

Locations (?) *

Council Chambers

Meeting Date (mm/dd/yyyy) * Meeting Start Time (hh:mm am) * Meeting End Time (hh:mm am) *

05/15/2022 08:30 AM 05:00 PM

This is a repeating reservation.

[Continue](#)

- The form is split into individual sections.
- Required fields will have asterisks (*) next to their label
- Each section will verify that the required fields have been filled and in an acceptable format.
- The first page relates to the meeting's desired location
 - Use the drop down to specify the location
 - You can select multiple facilities if they have the same group number next to their name.
- Use the date/time widgets to quickly set the meeting's date and start/end times
 - See The 'Using Date/Time Widget' for more information on its usage
- Checking 'This is a repeating reservation' will display another date/time widget where the requester can specify further dates that should be reserved for this meeting.

New Reservation

Meeting Information

Meeting Title:

Meeting Type: *

- Organization Meeting
- Press Conference
- Public Forum
- Training Session
- Other

Estimated Number Of Attendees: *

Setup

Room Setup *

- Auditorium
- Classroom
- Conference Square
- U-Shape
- Other

Equipment:

Please Select Any Required Equipment

Food will be served.

← Back

✓ Continue

The second section corresponds to the meeting itself:

- You can specify a title for the meeting; Meeting #ID will be shown if left blank
- Select the type of meeting or state a new one if not listed
- Provide the estimated number of attendees
- Choose how the room is setup for the meeting [if applicable; campus managers may disable this feature]
- Declare any equipment that may be required for the meeting from the available selection
- Specify if food will be present and, if so, how will it be served

New Reservation

First Name: *

John

Last Name: *

Doe

Organization:

Phone: *

123-456-7890

Email: *

email@server.org

← Back

✓ Continue

The third section is used to state who City Manager's Office/Managing Party should reach out to in case further information is needed. CCG Employees that are logged in will see this section already populated with their information.

New Reservation

Choose file

Browse

← Back

✓ Continue

This section allows users to upload PDFs that are relevant to the meeting. Clicking on the input will open a file dialog to allow the requester to select which file to upload. Multiple can be attached to a request, but they must be done so one at a time.

New Reservation

Guidelines

I have read the [Facilities Reservations Guidelines](#)

Please type your initials next to each statement below.

I will NOT move the podium in any manner.

If I need to connect a laptop to the podium, I will contact appropriate staff to do so.

I will make sure that all food/garbage has been removed from the community room and placed in the dumpster located on the side of the City Services Center building, near the Aquatic Center.

I will make sure the room is left in the same condition it was found.

Reservations must be made one week in advance and cancellations must be made within 48 hours of event.

If these requirements are not met I give up all future rights to reserve this room.

By submitting this form, you acknowledge that you have read and understood the reservation guidelines and agree to all its terms and conditions.

Please do not submit a request on behalf of a third party. If a third party wishes to reserve a facility they must apply themselves.

All requests are manually checked and verified. Incorrect requests will be rejected.

[← Back](#)

[✔ Continue](#)

The final section is used to confirm that the requester has read the Reservations Guideline and understood what the Managing Department expects from approved reservations. Clicking the link will open the Reservations Guideline in a new tab for the user to read. Once they've done so, they can confirm that they've read it by checking the box on the line. Below are textboxes for the requester to initial after reading each statement. Clicking continue will then submit the request for processing. The system will then check for any reservation conflicts or any other issues with the reservation information that it received. Any errors will appear at the top of the form and the user can correct them to try again.

City Manager's Office

RESERVATION REQUEST RECEIVED

Good afternoon,

Thank you for your interest in hosting an event using one of the city's public meeting facilities. Your reservation request has been sent to the City Manager's Office for approval and, if applicable, scheduling. Please keep this email for your records.

Confirmation #JD75C0F73B

Citizen Information

- Name: John Doe
- Organization: N/A
- Phone: 213-797-5146
- Email: email@server.org

Requested Reservation

- Room: Outside / Eternal Flame Side
- Date: 4/8/2022[Repeating Event]
- Time: 8:40 AM to 8:45 AM

Event Information

- Title:
- Meeting Type: Training Session
- Estimated Number of Attendees: 5

Setup

- Room Setup: Auditorium
- Equipment: N/A
- Will Food be Served? No

*** This is an automatically generated email, please do not reply ***

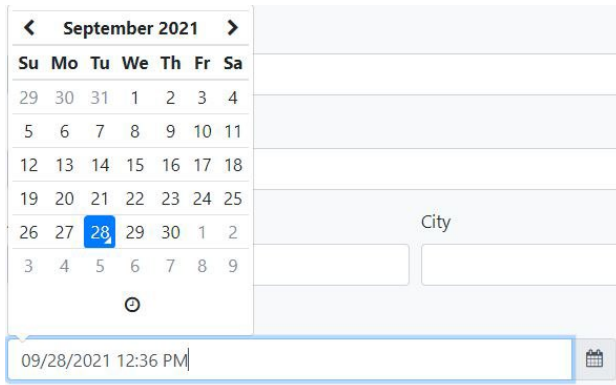
[City Manager's Office Web Page](#)

If no errors are found and the reservation is accepted for consideration, the page will redirect from the form and the requester should receive a confirmation email to save for future use if needed. Approvers will get a notification email as well to alert them that a reservation is waiting for their decision.

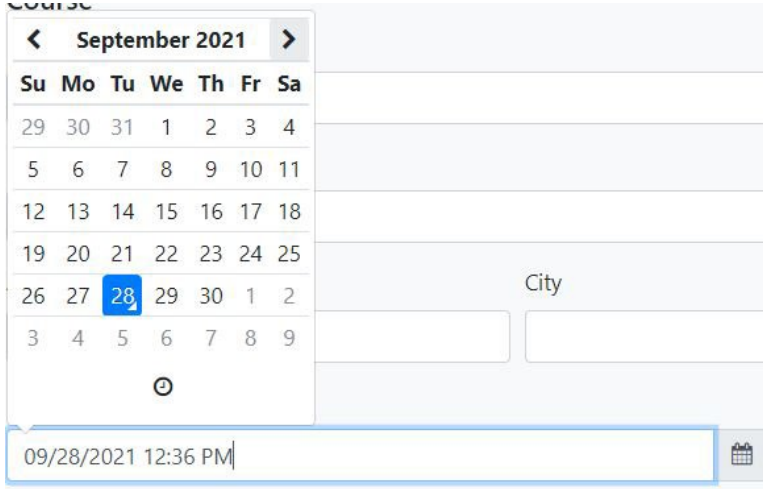
Using the DateTime Widget

As stated above, you can manually enter the dates, but then you will be required to ensure that the fields are entered in the correct format. The TempusDominus widget is provided to alleviate this.

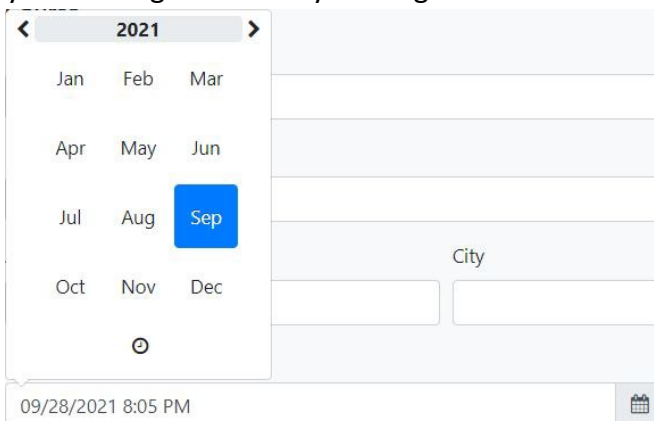
1. Clicking the calendar icon next to any date field will open the widget



2. Clicking on any day will select it for use.
3. You can use the arrows to change months in either direction

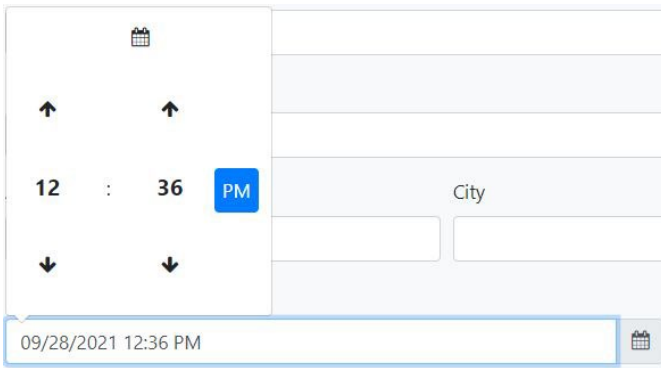


4. You may also change months by clicking the month name at the top



5. Clicking the year on the above view will also let you change years (not shown)

6. Clicking the clock icon at the bottom of the widget will allow you to amend the time values



7. You can use the arrows to navigate in steps of one (hour/minute)

8. Alternatively, clicking on either the hour or minute will bring up a view with several options for ease.

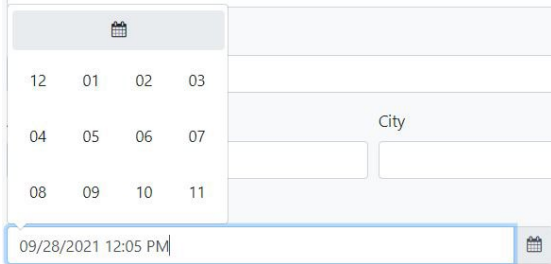


Figure 1 Hour selection view

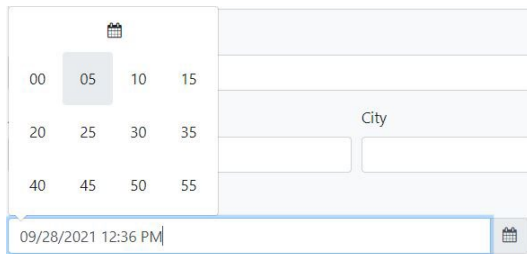


Figure 2 Minutes selection view

9. Clicking on AM/PM will toggle between the two.