

# One Time Event Reservations in Classroom Space

## FAQ's:

### When can I reserve my space?

- The Office of Student Services will release unscheduled classroom space to the Events Management Office for staff to book for one-time events in mid-July for the Fall term, early December for the Spring term, and mid-March for the Summer term. For upcoming semesters' dates (note: these dates are subject to change) please refer to Course Scheduling Calendar at: [Course Scheduling Calendars](#) (you will be asked to enter your login credentials, which are the same as your Agora Portal login)

### How do I make a classroom reservation for a one-time event?

- Log in to Agora Portal
- Choose "My Services"
- Choose "Event Space Reservation System"
- Follow the directions

### I cannot find any space available – any helpful hints?

- If you are requesting a room at 7:00pm, try inputting 7:15pm to give yourself more options. (Each reservation has a 15 minute buffer built in to avoid confusion at the end of one event and the beginning of another event but if you are making a reservation with a large number of people, you should consider keeping the buffer time).

### I still cannot find any space – what can I do?

- You may have to request non-classroom space or change the date/time of your event

### Who do I contact for assistance?

- You should contact the Event Management Office at [event.management@bc.edu](mailto:event.management@bc.edu) or (617) 552-0311.