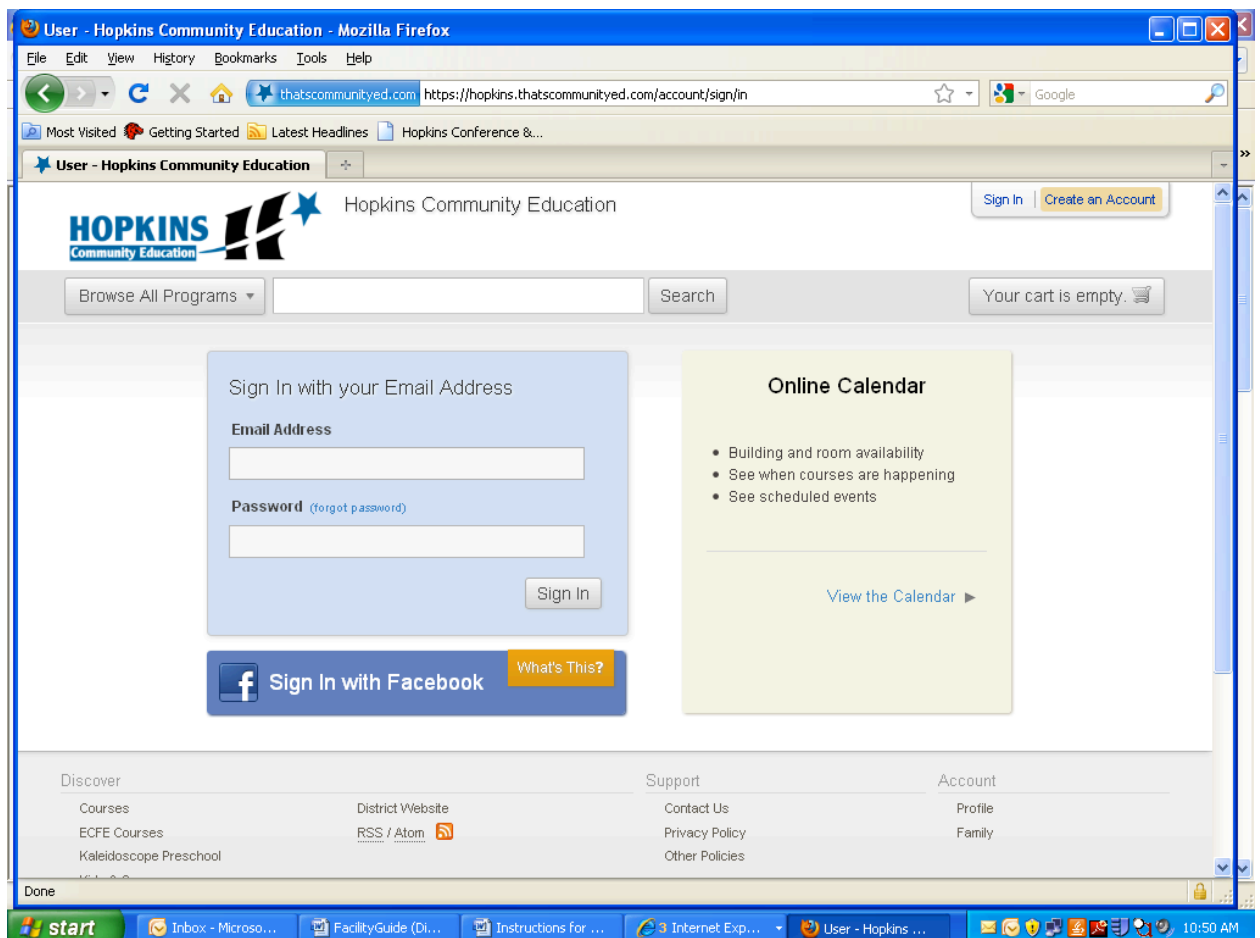


Instructions for booking facilities online

1. Contact Susan Easton at x4072 or Susan_Easton@hopkins.k12.mn.us or Melissa Stapf at x4518 or Melissa_Stapf@hopkins.k12.mn.us to confirm email address in system and to send verification email to enable you to set-up password. If you have booked facilities in the past, you are already in the system as a member of your organization. If you are booking space for a new organization, you will need to have an account set-up. To set-up an account, please contact Susan or Melissa.
2. Once password is set-up, proceed to [online scheduling](#).



3. Click on Facility Use and choose **Calendar** to check the availability of a space, choose **Request to use a Facility** to fill out an online facility request form and **Account Management** to view your requests, make payments, etc.

When filling out the online request, be sure to fill in the number of expected attendees any set-up needs and other special requests. If you don't need any special set-up, please write "none."

4. When you submit a request, it will be approved or revised as needed by the facilities office (either Melissa Stapf or Susan Easton.) Please check back to your **Account Management** to see final approved request.
5. If you need to cancel a particular request or part of one, please contact Susan at x4072 or Melissa at x4518. Changes to approved permits cannot be made online.
6. When booking space in the ECC Conference Center, please use the following information to book the appropriate space for your meeting's needs.

Room Name	Dimensions	Classroom Style	Theater Style	square	Whiteboard	Screen	LCD Projector	Active Board
233	28' x 62'	up to 90	110+	56	Y	Y	Y	
Breakout 1		10	17	16	Y			
Breakout 2		10	17	12	Y			
Breakout 3			n/a	16	Y			
225	22' x 13'	12	30	16	Y			
223	20' x 46'	36	100	36	Y	Y	Y	
221	20' x 15'	12	30	16	Y			
215	22' x 16'	12	30	16	Y	Y	Y	
213	22' x 30'	30	58	30	Y	Y	Y	Y
207/209	20'x75'	60	158	60	Y	Y	Y	Y
209	20'x45'	30	100	30	Y	Y	Y	Y
207	20'x30'	30	58	30	Y	Y	Y	
208	20'x30'	28	58	30	Y	Y	Y	
206	20'x30'	28	58	30	Y	Y	Y	
205	20'x30'	28	58	30	Y	Y	Y	
Oakwoods	48' x 89'	200+				Y		
Netlands	44' x 37'	n/a						