RESERVING SPACE AT 70 SHIP STREET

**STEP 1**
In your Google Calendar
CREATE A NEW EVENT
(you must be logged in with Brown Google account)

**STEP 2**
Populate the event title, date and time
Click on ROOMS

**STEP 4**
In the search box, type
BM Facilities 70 Ship

**STEP 5**
The search defaults to available spaces only; however, if “include unavailable rooms” is selected, the unavailable rooms will be crossed out in the list.