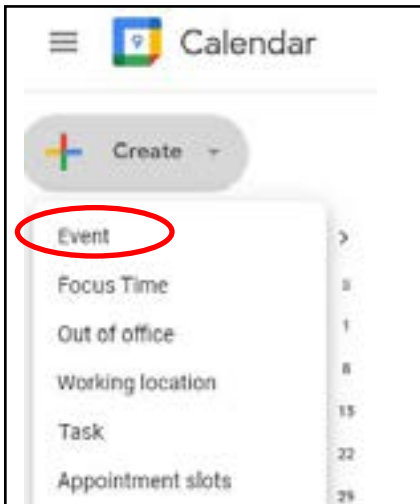


RESERVING SPACE AT 70 SHIP STREET

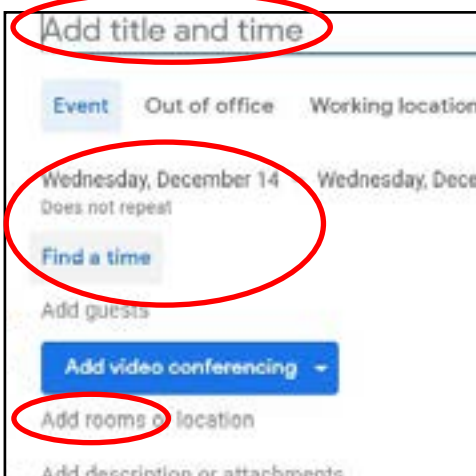
STEP 1

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



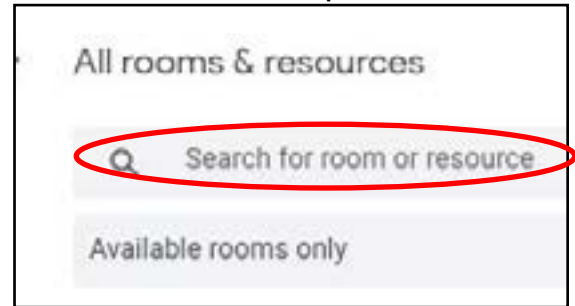
STEP 2

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.

