

## How to Reserve Campus Rooms

1. Please check the availability of the room on the Campus Calendar
2. Send request
  - If the room is available, email the appropriate person (listed below) to book the room. You will receive confirmation once the reservation is made.

### For reservations taking place during the academic year (August 1 – Commencement):

Director of Campus Activities (Tessa Peters – peterstk@bethanylb.edu)

- Amphitheatre
- Burnett Center
- Levin Room
- Lindquist Hall
- Mabee Welcome Center Board Conference Room
- Outside the Cafeteria
- Pearson Chapel
- Pearson Chapel Commons Area
- Pit
- Presser Auditorium – *additional form required*
- Presser Conference Room
- Swede Spot Meeting Area
- Wallerstedt Learning Center Room 141

Registrar's Office (Jessica Esquivel – esquivelje@bethanylb.edu)

- Classrooms
- Nelson Computer Labs

Athletics Office (Laura Moreno – morenolc@bethanylb.edu)

- Athletic Facilities

President's Office (Taylor Deutscher – deutscherta@bethanylb.edu)

- Sandzén Guest House

### For reservations taking place during the summer (Commencement – July 31)

Director of Campus Activities (Tessa Peters – peterstk@bethanylb.edu)

- All rooms, classrooms, and facilities

Note that all off-campus groups booking Bethany's facilities year-round must have a facility use agreement and proof of liability insurance. Contact the Director of Campus Activities.

If the event is cancelled, email the appropriate person to cancel the reservation. This is important because certain facilities are in high demand.