

How to Reserve a Room for your Event

Check to see if a room is available:

1. Visit <http://www.rochester.k12.mi.us>
2. Click the "Facility Rentals" tab
3. Check Accept to continue (small square at the end of the main text)
4. Click the "Submit form" button
5. Click "Okay" to be redirected
6. Click the "Browse" tab and choose "Browse Events"
7. Click "Filter" in the upper right
8. Insert your date, and choose Meadow Brook Elementary as your "Facility"
9. You can then choose a tab to view the schedule for the day, week or month
10. If nothing is listed, all rooms are free with the exception of the note below.

Send a room reservation request to the PTA President.:

Include the following information:

- Your name, e-mail & phone #
- Teacher name or Room # for the room(s) you would like to reserve
- Start & end time (including set-up/tear-down)
- Actual event start & end time
- Any technology needed – projectors, screens, microphones, etc.
- Any special requests – chairs set up, tables needed etc.

Note: The Gym, Cafeteria & Science/Conference room are reserved from 6-9am and 4-6pm by SAC (School Age Care) every day for the entire school year. Events needing to set up in the cafeteria/gym before 6:00pm need additional approval with SAC.