

Making advance reservations as a Meeting Room or Podcast Studio Renter on LOOM Coworking's COBOT booking system

To make an advance booking



- BOOKINGS
- COMMUNITY
- HELP DESK
- INVOICES
- TIP JAR
- PRINTING
- EVENTS
- MEMBERS CHECKED IN
- MEMBERSHIP

To make an advance booking

To purchase booking passes

Hourly Meeting Room Users:

To make a future reservation in any of the 5 small meeting rooms, you must first ***purchase a Booking Pass.***

There are 4 types of booking passes, depending on when you plan to use the space (8-5 M-F or after hours/weekends) and how you plan to use the space (meeting or podcasting)

- **Meeting Space Booking pass** (one hour per pass) - \$20/hr; *Workday hours use*
- **Meeting Space Booking pass** (one hour per pass) - \$25/hr; *After hours use*
- **Podcasting Booking pass** (one hour per pass) - \$20/hr; *Workday hours use*
- **Podcasting Booking pass** (one hour per pass) - \$25/hr; *After hours use*

**Purchasing a Day Pass (rather than a Booking Pass) can only be used to reserve rooms the day of Day Pass use, based on availability, from 8am-5pm. No advanced reservations.*

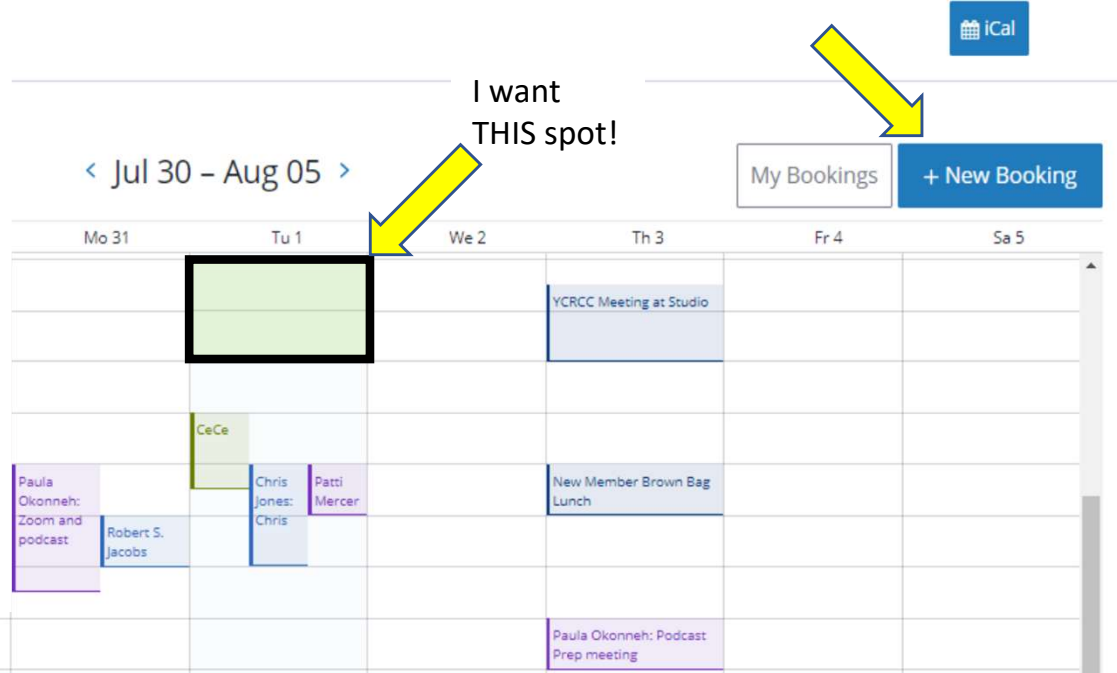
***IF YOU HAVE PURCHASED BOOKING PASSES AND MADE A BOOKING, YOU DO NOT HAVE TO USE A COWORKING DAY PASS OR CHECK IN ON THE COBOT SYSTEM.**

If, on your first visit, you intend to use a meeting room or the podcast studio after regular business hours, you must book at least 72 hours in advance so that you can be insured building access.

Even if you are an experienced podcaster, if you are new to LOOM, you must schedule a 1hr meeting with management during regular business hours to review all equipment and building access.

Making a Booking:

(hourly AND monthly meeting room users)



The screenshot shows the "New Booking" form in the Cobot system. The form includes fields for "From*" (03/06/2024, 08:00 AM), "Duration*" (1 h), "Resource*" ((1-2ppl) Consultation Room / Studio Bldg), "Title" (e.g. Team Meeting), and "Comments". A yellow arrow points to the "Resource" field.

The “resource” is the room you want to book. If it is already booked or unbookable, it will be greyed out. Bookable rooms include:

- (2-6 ppl) Mtg Rm A (Main Bldg; Near kitchen)
- (2-5 ppl) Mtg Rm B (Main Bldg; with window)
- (2-5 ppl) Media Lab (Studio Bldg; also for Podcasting)
- (1-2 ppl) Consultation (Studio Bldg; back corner)
- (1 p) Phone Room (Studio Bldg; back)

Please book the smallest room appropriate for your use. Do not book a 4-6 top room for single person use unless others not available. Check with management. If a larger room is needed, one may be available but must be booked through management separately.

How far in advance do I need to book?

- All 2-6 top meeting room spaces **MUST** be reserved on Cobot at least **2 business days** in advance.
- Have a last-minute need for phone call/zoom privacy? That is why we built the Phone Room and Consultation Room in the Studio Building!
- There are a lot of activities here that are scheduled around your needs so that we don't interrupt your time with clients and your team (cleaning, building maintenance, setting up for large meetings, parking logistics, etc.). We cannot ensure you a professional environment if we don't know your needs.
- It is always a good idea to **add 15 min before and after** for setup, early arriving guests, etc.
- **IF YOU NEED AFTER HOURS USE, CHECK IN WITH MANAGEMENT 48 HOURS AHEAD FOR ACCESS**

Reminders and tips:

- **Plan ahead!** Don't assume a room will be available last minute.
- You **MUST** be here before your guest arrives and let them know where to go.
- That day, **check calendar** to see who is before and after you.
- Look and **see what else is going on** in the building (large meetings in adjacent rooms, facility cleaning). This is especially important if you are videoconferencing or podcasting.
- Title your booking in Cobot and indicate if you are recording in the space.
- Need any special equipment or accommodations? List in comment section of booking.