How do I request a new room resource for Google Calendar?

Tell Me

Room resources are available in Google Calendar and can be scheduled for meetings. To request a new room resource, do the following:

1. Compile the information below
   a. Owner's name
   b. Owner's contact information
   c. Room name/number
   d. Display name
2. Submit this information using the form here
3. The room resource should be created within 3 business days

Info

Google room resources are not available for scheduling for classes; these resources are not in the classroom scheduling system, R25. These resources are typically meeting rooms and spaces associated with departments and available to be scheduled by individuals within departments.

Related FAQs

- How do I reserve a room resource for a meeting in Google Calendar?
- How do I set up Google Calendar on my iPhone?
- How do I request a new room resource for Google Calendar?
- Where will my manager's calendar show up if I have delegated access in Google Calendar?
- What is the difference between a Google Calendar global notification and an event notification?