

# How to Read Your Reservation Confirmation

Message

From: HEALTH SCIENCES ROOM RESERVATIONS, FOR R25 USER [hsbrooms@u.washington.edu]  
 To: hsbrooms@u.washington.edu  
 Cc:  
 Subject: R25: SAMPLE EVENT 6/23 & 6/29 [2011-ABAJJI]

Message: R25B743.html (7 KB)

**2011-ABAJJI SAMPLE EVENT 6/23 & 6/29**  
 Event Type: Meeting - Department  
 Event State: Confirmed

Organization: Health Sciences Room Reservation  
 Requested By: DOE, JOHN  
 Phone 5-5555  
 Fax  
 E-mail [hsbrooms@u.washington.edu](mailto:hsbrooms@u.washington.edu)

Category(s): University Event

LECTURE HALL 6/23  
 55-5555

Event Start	End	Reservation Start	End	Comments
Thu Jun 23 2011 1:00PM	2:50PM	1:00PM	2:50PM	

Space Assignment(s): GNOMS060 Food and drink are not permitted in this space.

Assignment(s):

1 HS-HSB- Use of technology equipped classrooms/conference rooms \$53.00/day/event.

SEMINAR ROOM 6/29

Event Start	End	Reservation Start	End	Comments
Wed Jun 29 2011 12:00PM	12:50PM	12:00PM	12:50PM	

Space Assignment(s): HST T360A 0

Resource Assignment(s):

1 HS-NO INSTALL No installed equipment requested. If you will use, or have used, any of the installed equipment in the room(s), please contact us at [hsbrooms@u.washington.edu](mailto:hsbrooms@u.washington.edu) to provide billing information.

Provide the **event reference number** when making any additional requests through phone or email. The **event reference number** can be found at the end of the subject line of your email or right before your event title. It normally begins with the year followed by a series of 6 letters. Example: **2011-ABAJJI**

Here you will find your **contact information**. If any of this information is incorrect, please notify us so that we can update your information in our room scheduling system.

The **billing information** provided in your roomQ request is listed below the meeting title/description.

These are the **meeting title/descriptions** that you provided in roomQ.

These are your **confirmed room assignments**. If nothing is listed here, then you do not have a room assignment. If this is the case, please contact HSRR.

These are the **confirmed date and times** of your room reservation(s).

Above is the confirmation for your room reservation(s). Please read the important information below, as your group will be held responsible for the following:

**Important policies** that you are held responsible for are listed below your reservation confirmation.

Any **charges associated with your room reservation** will be listed here. "HS-NO INSTALL" applies only to UW dept events that will not use the installed AV equipment in the room. Reservations for course breakouts in non-special event spaces will see nothing in this section.