How to book space at the Oasis House and CRC

Reservations for the spaces can be made using Outlook Calendar online.

1. Login into Outlook on any browser at www.outlook.wpi.edu. Right away, you will see your email. In the left corner, you should see either a calendar icon, or Calendar. Click on it.

2. Pick and click a date that you would like. For example, let’s say I needed a space April 19th.
***To make it easier to book the space, please have your view be by daily. The options are on the top right side.

3. Double click anywhere on the date.
4. A form will pop out.

Where the red rectangle is, put a description which includes your organization name, the event you are using the space for, and what you would be doing. Ex. French Club Crepe fundraiser; BSU Potluck; IQP team meeting; etc.

In the blue rectangle, you can add the people who will be with you, and the space you are reserving. Use the emails of the following spaces to book them.

Oasis House
- Oasis House: oasis-house@wpi.edu
- Oasis House Kitchen: oasis-house-kitchen@wpi.edu
- Oasis Conference Room: oasis-conf-room@wpi.edu

Collegiate Religious Center (CRC)
- CRC Main Floor: crcmainroom@wpi.edu
- CRC Kitchen: crckitchen@wpi.edu
- CRC Conference Room: crcconferenceroom@wpi.edu
5. Next pick our start and finish date. Make sure the start and finish dates are the same.

6. If you are having a recurring event, or would like to book a space for multiple days, click on repeat. Then choose the options you would like.

7. Double check our details. You may add a location, but it is not necessary.

8. Send the request. (Send button is on the top left).

9. Wait for Confirmation email or acceptance from Oasis House.
** Please note that the Oasis House and all its Rooms are only available on a first come, first served basis. Any and all communications, including Confirmations, Declines, and New Time Proposals are replied within 24-48 hours. Reservations should not expect immediate responses.