

The McGill Engine Booked Reservation User Guide:

According to the New McGill Procedures for Room Bookings as of January 2025, until further notice, must be processed by following the steps below:

1. Read the Code of Conduct and guidelines for room usage under the [Engine website](#).
2. To book on behalf of a club or organization, you must belong to or be affiliated with one of the following Student Associations. www.mcgill.ca/eventsbookings/apply/students
All other students must submit their room request with event.permits@mcgill.ca
3. Check for the availability and put in the reservation request. The room reservation request will be in 'pending' status.

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