



SHARED ROOMS PHOENIX, PRESCOTT & TUCSON

CFC has 11 shared meeting rooms in Phoenix

1. Agape room 105 – couch & 2 chairs
2. Joy room 103 – couch & 2 chairs
3. Connection room 107 – conference seats 8
4. Faith room 222 – conference seats 16 & couch
5. Restoration room 221 conference seats 4
6. Compassion room 219 – conference seats 12
7. Hope room 209 – conference seats 8
8. Lobby NE1 room 105 – conference seats 10
9. Lobby NE2 room 106 – conference seats 7
10. Training 1 room 145
11. Training 2 room 14

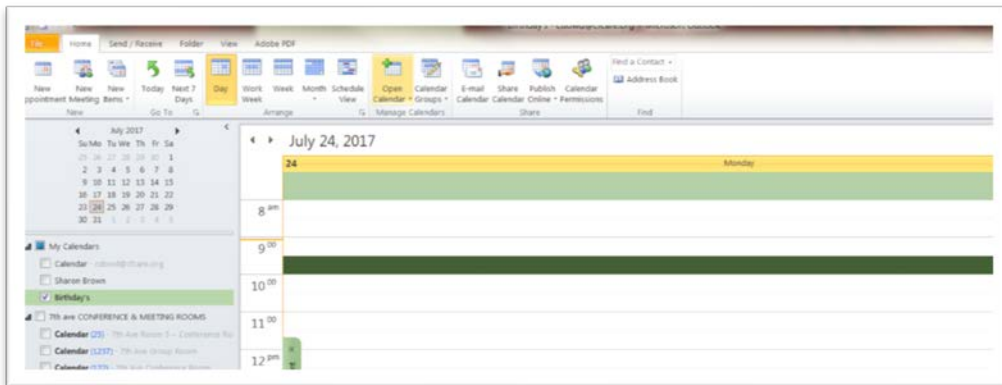
CFC has 1 shared meeting room in Prescott

1. Prescott conference room

CFC has 2 shared meeting rooms in Tucson

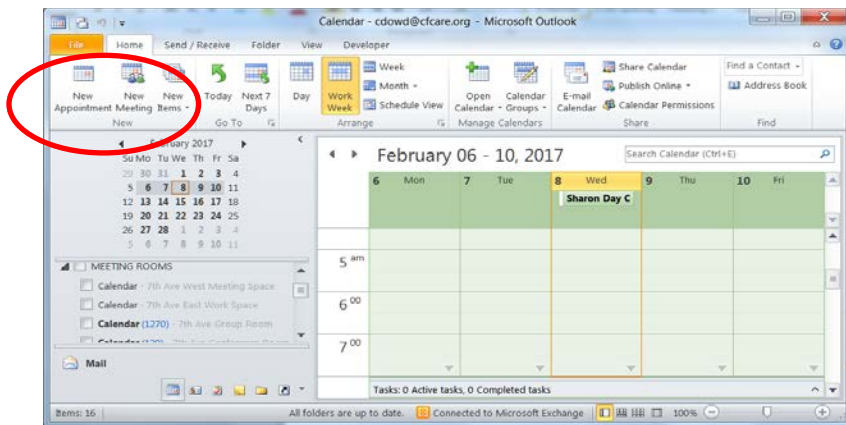
1. Tucson Counseling office
2. Tucson Training room

To see when a room is available, while in your calendar, click “Open Calendar” and select “From Address Book”. Then select the room:

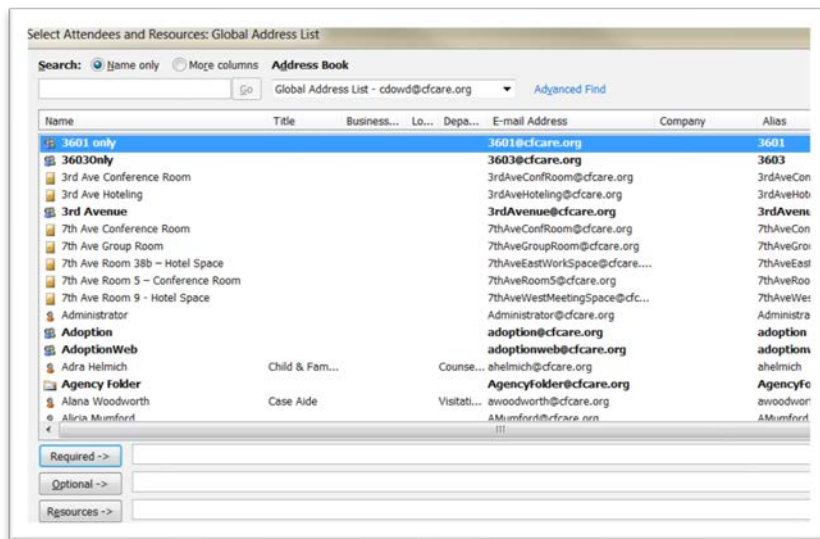


After you open it once, it should always show up in your list of calendars on the left.

To reserve a room simply select “New Meeting” or “New Appointment” while in your calendar:



Click on “Invite Attendees” then the “To” box to select the room you want to invite:



Then click on Send.

You will receive an email notifying you that your request was received and pending approval, then another notifying you that your request has been accepted.

1. Remember, you need to “invite” the room to your meeting to reserve the space.
2. You can only make an event recur for 12 months. (re-evaluating your meeting schedule once a year is a good practice 😊)
3. Don’t forget to cancel your reservation if you end up not meeting.

REMINDER: CFC Phoenix has many private work areas throughout the building and are reserved on a 1st come, 1st serve basis. There are also areas in the open including the high top counters in the programs area and the side and back outdoor patio areas.