

# Rooms & Resources Approval Groups

## What are Approval Groups?

Approval groups are groups of people who approve or reject booking requests for rooms and resources, as well as event requests from an event request form.

Approval groups need to have at least one person in them and each group can be attached to any number of rooms, resources, or event request forms.

Only one person from an approval group is required to approve a request.

Approval groups are managed in the [Approval Groups](#) tab on the People page.

[Approval\\_Groups\\_2x.png](#)

## How Approval Groups Function?

Room and Resource requests originate from two sources:

- Staff Members adding events directly to the Calendar
- When a Calendar Forms is filled out

Once the request is made, the members of the approval group are notified and they decided to approve or reject the use.

## Our Approval Groups

Approval Groups	Oversight	Who
Facilities	All Rooms and Resources	Jenn and Katie
Childcare	Childcare Staffing for Events	Lauren

Approval Groups	Oversight	Who
Church Wide Event Promotion Group	All submissions to the church wide events and promo request	Katie, Jenn, Caitlin, Tatiana

Remove Current Approval Groups: Religious Education has an approval group for Family Ministry Zooms not sure why.

Potential Future Approval Groups: AV Tech Booth, Playcrafters if they have oversight of their groups.

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