

If you plan on scheduling Hotel Patterson (Patterson 103) for a day, a week, etc., please email the [hotelpat@louisville.edu](mailto:hotelpat@louisville.edu) service account. Your request will be reviewed and if there is a space available (there are 4 cubicles in the room) you will be sent a keypad code to enter the room during your scheduled time.

You can view the calendar to see if the room is available by this process but you cannot enter your own reservation:

Open Outlook Calendar

At the top, click the icon for Add Calendar

Choose: from the Address book

Type in: hotel Patterson and the room will pop up in the list

Add this to your shared calendars, you can then view the date you want to see if it is available.