# Requesting Space from the Calendar or Availability Grid
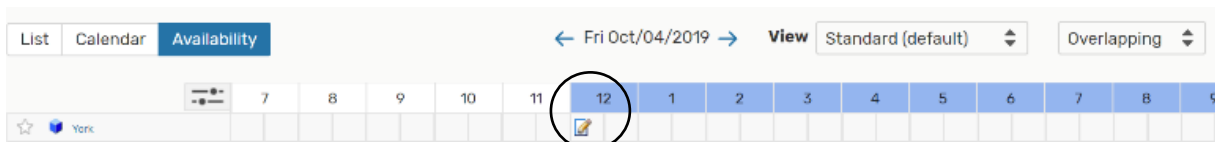## or
I see my space is available, can I request it from here?

1. Go to a **Location** Select Object: 📦 Locations ⌄ **Search**

2. Search for the location, date, and time you need (or the 1st date in a series)

3. If you are in **Calendar View**, click on the pencil to go to the Event Form.

   a. Your space, location and date will automatically be populated.
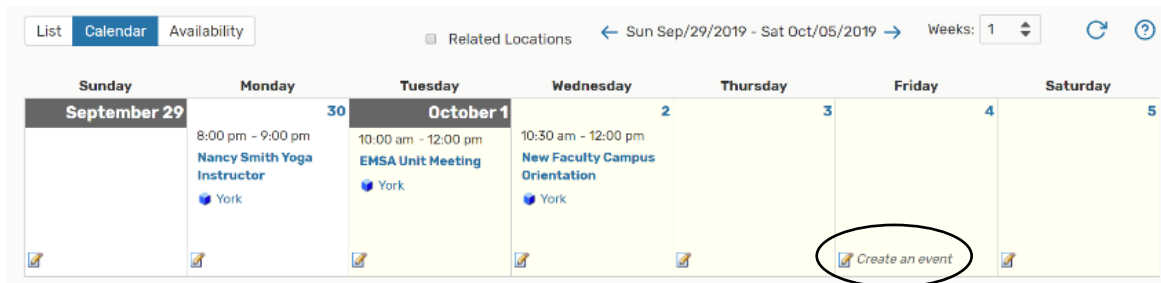
4. If you are in the **Availability Grid**, click on the desired time and you will be taken to the Event Form.

   a. Your date, location & start time will appear.

   b. The length of time defaults to 30 minutes.