

2015

CAMPUS RESERVATIONS & USAGE POLICY

HOW TO PLAN A SUCCESSFUL EVENT

Louisville Seminary
Marketing & Special Events
2/25/15

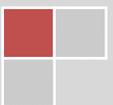


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Campus Reservations and Usage Policy

As a private institution of higher education, Louisville Seminary seeks to balance its mission of instruction and co-curricula activities, with its commitment of service to the broader community of which it is part. The facilities of Louisville Seminary exist for the primary purpose of education, for use by our faculty, staff and students and by affiliated constituencies. However, when available space allows, we are committed to making our facilities available to community members and organizations outside the Seminary whose purpose is consistent with the Seminary's mission.

Activities will be scheduled in keeping with the Seminary's mission as a student-centered academic institution focused on education.

All facilities are the property of Louisville Seminary. Specifically, there is no departmental or individual "ownership" of space. The configuration of space assignments may change from time to time as needs and opportunities change, and it is inevitable that departments may at times be confronted with required changes that are less than desirable from their individual viewpoints or interest.

Louisville Seminary requires reimbursement for all direct costs incurred for venue use. Direct expenses include, but are not limited to, costs incurred as result of occupancy beyond normal business operating hours, audio-visual requirements, housekeeping, personnel required to service an event, setups, special equipment, catering and parking. Venue rental charges cover the indirect costs including utilities and the maintenance of Seminary facilities.

Assuring the availability of space for numerous activities which take place on the campus during a single day requires the coordination of a number of supporting services and careful scheduling practices to avoid conflicts.

Reservations for use of on-campus facilities for the purpose of instructional or non-instructional activities can be submitted by Seminary academic and administrative departments. Reservations should be submitted for Seminary sanctioned activities only and have an on-campus contact that serves as the main point of contact for the event and is present at the event.

All requests for use of campus facilities and/or supporting services (**Audio Visual, Catering, Facilities, Laws Lodge and Security**) for the purpose of Instructional and non-Instructional activities must be submitted online through the **Seminary's space/event scheduling system, Virtual EMS**.

Campus reservations are on a first-come, first-served basis, with the exception of scheduled academic classes. Therefore it is suggested that you reserve your desired facility as far in advance as possible.

The information listed below represents the Campus Reservations and Usage Policies, Guidelines and Procedures for Louisville Seminary and is administered by the Vice President for Finance and Administration.

I. Purpose

The purpose of this guideline is to familiarize and assist Seminary employees with the logistics of internal event planning, and the process for utilizing various resources to accomplish a successful event.

- A. To ensure equitable, appropriate usage of LPTS facilities, and to protect individuals and Seminary assets.
- B. Maintain and enforce consistent scheduling policies and priorities.
- C. Maintain and enforce consistent fees and contracts for use of facilities.
- D. Increase the degree of campus-wide communication relative to scheduling.

II. Facilities Scheduling Guidelines

Louisville Seminary administration maintains the right to determine which activities are appropriate to be held on campus. Priority for the use of a specific facility within the context of the purpose for which that facility was designed is given first as follows:

- Official Academic Activities
- Official Seminary Events
- Seminary Sponsored Events
- Seminary Co-sponsored Events
- Non-Official Seminary Events

A. **USE OF ACADEMIC FACILITIES (Classrooms) FOR INSTRUCTIONAL ACTIVITIES**

Includes: **Caldwell Chapel** (*Studio I & Fellowship Hall*), **Gardencourt** (*classrooms #205, #206, #209, #213 & Hundley Hall*), **Nelson Hall** (*classrooms #10, #118 & #119*) and **Schlegel Hall** (*classrooms #120, #121, #122, #123, #206, #208, #218 & #220*).

Use of academic facilities for academic course and course-related activities (e.g. credit-bearing classes and programmatic activities resulting from academic course work) has first priority in scheduling. Instructional activities include but are not limited to, meetings, lectures, panel discussions and any other uses that have as their purpose instruction and student learning.

All academic classes and instructional activities are coordinated and scheduled through the [Dean's Office](#) located in Nelson Hall, Room 101.

The following guidelines apply to scheduling academic space for instructional activities,

1. Priority for space is given to instructional use.
2. Academic space (classrooms) is restricted for Seminary-sanctioned activities only and may not be scheduled for use by external groups.
3. While Hundley Hall and Fellowship Hall may serve as academic space, it should be understood that they may be needed at the time of the Board of Trustees meetings, and Seminary lectures. Instructors will be expected to accommodate such requests for use of this space, with appropriate prior notice.
4. Support Services (**audio visual, catering, Facilities, Laws Lodge and security**) requests must be submitted using **Virtual EMS** at least **three (3) business days** in advance of your event date. Requests received less than three business days in advance will be accommodated based on availability however, **no special furniture setup, catering, security or audiovisual equipment** will be guaranteed without **three-business days'** notice. Failure to cancel three business days in advance could result in your department still incurring charges.
5. Classrooms are setup in an arrangement designated as "standard." Room arrangements are expected to remain in the standard setup configuration or, if altered for instructional purposes, returned to the standard arrangement before vacating the room.

B. **USE OF ACADEMIC FACILITIES (Classrooms) FOR NON-INSTRUCTIONAL ACTIVITIES**

Includes: **Caldwell Chapel** (*Studio I & Fellowship Hall*), **Gardencourt** (*classrooms #205, #206, #209, #213 & Hundley Hall*), **Nelson Hall** (*classrooms #10, #118 & #119*) and **Schlegel Hall** (*classrooms #120, #121, #122, #123, #206, #208, #218 & #220*).

Non-instructional activities may be scheduled in academic space (*classrooms*) in accordance with the guidelines established by the Dean's Office as stated below.

Reservations for use of academic facilities for the purpose of non-instructional activities shall be scheduled and confirmed with the official Seminary calendar through the [Dean's Office](#) located in Nelson Hall, Room 101.

The following guidelines apply to scheduling academic space for non-instructional activities:

1. Priority for space is given to instructional use.
2. Room requests may be submitted by Seminary administration, faculty and staff online through the Seminary's Intranet site using the Virtual EMS space/event scheduling system.
3. Confirmation of academic room reservation requests cannot be given prior to **December 1st**, or **May 1st**, in the academic year, in order to allow semester course schedules to be set and confirmed by the registrar. Any exceptions to these guidelines must be granted by the Dean's Office or her/his designee.
4. Students requesting use of instructional or non-instructional space can request use of campus facilities through the [Dean of Students Office](#) located in Nelson Hall, Room 105.
5. Classrooms are setup in an arrangement designated as "standard." Room arrangements are expected to remain in the standard setup configuration or, if altered for instructional purposes, returned to the standard arrangement before vacating the room.
6. Support Services (***audio visual, catering, Facilities, Laws Lodge and security***) requests must be submitted using **Virtual EMS** at least **three (3) business days** in advance of your event date. Requests received less than three business days in advance will be accommodated based on availability however, **no special furniture setup, catering, security or audiovisual equipment** will be guaranteed without **three-business days'** notice. Failure to cancel three business days in advance could result in your department incurring service charges.
7. When submitting Facilities setup request(s) please allow sufficient time for setup and cleanup between events, while keeping in mind the Facilities staff work hours of Monday-Friday, 8:00 a.m. – 4:30 p.m. Classes/events scheduled outside of normal building hours are subject to additional security fee(s). Please supply a departmental account number to apply these charges to when submitting your room request.

C. **USE OF NON-INSTRUCTIONAL FACILITIES** (*meeting, banquet and multi-purpose*)

Includes: **Caldwell Chapel** (*Chapel, Fellowship Hall & Memorial Garden*), **Gardencourt** (*Anderson, Brown, Norton, Hundley Hall, Rose Gardens & South Lawn*), **Nelson Hall** (*Lobby & Board Room*), **Laws Lodge Conference Center** (*Conrad, Grubbs, Ridings and Lower Level conference rooms*), **Winn Center** (*McAtee A & B Dining Room, Main Dining Room, Lounge & Terrace*), and **Main Parking Lot** adjacent to Schlegel Hall.

Use of non-Instructional facilities for all internal/external events shall be scheduled and confirmed with the official Seminary calendar through the [Marketing & Special Events Office](#) located in Laws Lodge Conference Center.

The following guidelines apply in scheduling use of non-instructional facilities,

1. Seminary administration, faculty and staff may submit room requests for use of non-instructional facilities for the purpose of **internal** events only through the Seminary's Intranet site using the **Virtual EMS** space/event scheduling system. Room requests must be received no later than **May 31**, each calendar year in order to maintain scheduling priority on space for the following calendar year. On the first business day of **June** of each calendar year, reservations for use of non-instructional space will be opened to the outside community for the following calendar year.
2. Requests, edits and/or cancellations must be submitted using **Virtual EMS** at least **three-business days** in advance of your event date. Support Services such as catering, *audio visual, Facilities, Laws Lodge and security* requests are **not** guaranteed and/or no special furniture setup will be provided without three business days' notice. Failure to cancel three business days in advance could result in your department still incurring charges. Requests received less than three business days in advance will be accommodated based on availability, however, **no special furniture setup, catering, security or audiovisual equipment** will be guaranteed without **three-business days'** notice.
3. Submitting a room request **does not** confirm your reservation. Therefore, please do not publicize your event prior to your request having been confirmed. Your room request will be confirmed by email within **one-business day** after receipt of your request. Requests received after **2:00 p.m. EST. Monday-Friday will not** be processed until the following business day.
4. The Facilities department is responsible for safeguarding the integrity of campus facilities, codes, permits and life safety practices. Therefore; emergency exits, doors and hallways are not to be blocked with furniture or equipment.
5. When submitting Facilities setup request(s) please allow sufficient time for setup and cleanup between events, while keeping in mind the Facilities staff work hours of Monday-Friday, 8:00 a.m. – 4:30 p.m. Classes/events scheduled outside of normal building hours are subject to additional security fee(s). Please supply a departmental account number to apply these charges to when submitting your room request.
6. Please do not submit blanket room requests for use of all rooms on campus unless you actually require use of them. This makes setups difficult and prevents others from using the space. If you are **not** going to use a space that you reserved, **CANCEL** three days in advance. There is always someone waiting for an available space.

D. **USE OF LAWS LODGE CONFERENCE CENTER** (*overnight accommodations*)

Includes: **Laws Lodge Conference Center** (*overnight accommodations*)

Use of overnight accommodations for all internal/external events shall be scheduled and confirmed with the official Seminary calendar through the [Marketing & Special Events Office](#) located in Laws Lodge Conference Center.

The following guidelines apply in scheduling use of Laws Lodge overnight accommodations,

1. Seminary administration, faculty and staff must complete an on-line **Laws Lodge Overnight Accommodations** request form located on the Seminary's Intranet site to reserve overnight accommodations for the purpose of internal/external events.

When requesting overnight accommodations, please be prepared to provide the following essential information:

- Reservation Type **"GROUP" OR "INDIVIDUAL"**
 - Reservation Classification (*e.g. LPTS sponsored, Co-sponsored or Non-sponsored*)
 - Event Title
 - Contact
 - Telephone
 - Email Address
 - Arrival/Departure Dates
 - Guest Room Preference (*e.g. Queen HC, Twin, or Queen*)
 - Number of Guests (*e.g. Adults and/or Children*)
 - Special Accommodations (*e.g. Rollaway or Crib*)
 - Guest Information
 - Method of Payment/Responsible Party (*e.g. Seminary, Direct Bill or Guest to pay own*)
 - Departmental Account Number to be direct-billed
2. Overnight accommodation requests must be submitted no later than **May 31**, each calendar year in order to maintain scheduling priority on space for the following calendar year. On the first business day of **June** of each calendar year, reservations for use overnight accommodations will be opened to the outside community for the following calendar year.
 3. Overnight accommodation requests will be confirmed based on availability. The Marketing & Special Events department will confirm your reservation by e-mail within **one business day** after receipt of your reservation form. Accommodation requests received after **2:00 p.m. Monday-Friday will not** be processed until the following business day. Your accommodation request is **not** confirmed until you have received an email confirmation from the Marketing & Special Events office.
 4. Please do not submit blanket reservations for use of all (48) sleeping rooms unless you really believe you will use them. This prevents other departments from using the space.
 5. If you are not going to use a space that you reserved, **CANCEL** no later than 3 p.m. on the first day of your reservation. There is always someone waiting for an available space. **Please Note: Seminary Departments or Individual guests will be billed the first night's room rate plus applicable taxes if the department or guest do not cancel and/or arrive prior to 3:00 p.m. on the scheduled date of arrival.**

III. **Event Classifications & Facility Usage Fees**

- A. **OFFICIAL ACADEMIC ACTIVITIES:** are those activities directly related to the instructional mission of the Seminary such as: credit-bearing classes and programmatic activities resulting from academic course work, as well as faculty/administrative departmental meetings.

These activities are exempt from event-related fees with the exception of catering, guest accommodations, security, staff overtime or special equipment-related costs.

- B. **OFFICIAL SEMINARY EVENTS:** are those programs, which are scheduled or sponsored by faculty, staff, administrative offices and departments that are planned primarily for members of the LPTS community and/or the benefit of Louisville Seminary. It is recognized that members of the community, faculty, students and staff, guests and alumni may attend these programs. Examples of such events are: Convocation, Commencement, Reunion/Festival of Theology, Alum Board, Moderator's Dinner, Exploratory Weekend, Orientation, Grawemeyer Lecture, conferences, President's Roundtable and the Board of Trustees.

These activities are exempt from event-related fees with the exception of catering, guest accommodations, security, staff overtime or special equipment-related costs.

- C. **SEMINARY SPONSORED EVENTS:** are those activities directly related to the life of the campus community beyond the classroom. Programs may be scheduled or sponsored by faculty, staff, and/or students. Examples of such events are: Global Feast, Coffee House, student organizational meetings, committee meetings, study groups, workshops, conferences, health fairs and other social activities.

These activities are exempt from event-related fees with the exception of catering, guest accommodations security, staff overtime or special equipment-related costs.

- D. **SEMINARY CO-SPONSORED EVENTS:** are academic programs, conferences, retreats and/or meetings involving two entities – the Seminary and/or church organization, academic department, administrative unit or student organization and an outside organization such as a professional association in which the Seminary holds membership or maintains a relationship that directly benefits the Seminary community. The outside organization should not have a revenue-generating interest in the co-sponsorship; its primary mission must be educational, civic or cultural.

These activities will be assessed discounted event-related fees. The Standard fees may include facility rental, catering, guest accommodations, security, staff overtime or special equipment-related costs. In addition, to minimize the Seminary's liability risks, outside organizations are required to sign a contractual agreement outlining the terms for use of campus space.

The following criteria must be met in order for the event to be considered *co-sponsored*:

1. A **Co-Sponsorship Event Request Form** must be completed and approved by the **Dean or Vice President for Finance** indicating that the activity/event does not compromise the educational mission of the Seminary. This form may be located on the Seminary's Intranet site and must be presented to the Marketing and Special Events department prior to reserving space on campus in order to obtain the discounted rate.
 2. All *co-sponsored* functions must comply with the rules and regulations governing the Seminary.
 3. The Marketing and Special Events department will work directly with a single point of contact from the participating organization throughout the event-planning process and has final approval over all aspects of the event.
 4. A representative of the co-sponsoring department is required to be present at the time of the function.
- E. **NON-OFFICIAL SEMINARY EVENTS:** are those programs and activities organized by individuals, groups, businesses or organizations not encompassed in the organization structure of the Seminary. Examples of such events are: weddings, receptions, charity events, corporate meetings, retreats, seminars, conferences and other social activities.

These activities are responsible for full event-related fees including facility rental, catering, guest accommodations, security, staff overtime or special equipment-related costs. In order to minimize liability risks, Non-Official Seminary Events require an individual or organization to sign a contractual agreement outlining the terms for use of campus space.

IV. ***Seminary Dining Services/Catering Policies***

Upper Crust Catering the sole provider for all food and beverages required for events being held in Seminary facilities and/or grounds, is dedicated to providing the highest quality service to the faculty, staff, students, and guests of Louisville Seminary.

The Dining/Catering department is comprised of a well-trained culinary staff and service personnel who operate under the direction of a professional management team. Whether you are planning a meeting, retreat, conference, social or corporate event, or a formal or casual gathering, Upper Crust offers a wide variety of menu options and can create delightfully inspired menus tailored to your desires.

Please note: Events host(s) and/or their guests are prohibited from hiring other catering agencies and/or bringing food or beverages into campus facilities for the purpose of distribution during events.

A. **DINING SERVICES:**

Have a Blessed Day Café

The Seminary's **Blessed Day Café** offers cafeteria-style meal plans with a variety of options for a complete, well-balanced food and beverage arrangements. The café serves lunch (e.g. soups, salads, sandwiches, and dessert) daily **Monday-Friday from 11:30 a.m. to 1:30 p.m.**

Cafeteria-style meal plans for group functions being held on campus can be pre-arranged in the Café for breakfast, lunch and dinner. Requests for this service must be submitted through the **Virtual EMS** system using the **Cafeteria Line-Service** entry within the **Upper Crust** section. Requests must be submitted at least **five business days** in advance of your event date. Upper Crust will confirm your meal service needs by email within **three business days** upon receipt of your Virtual EMS request.

The Café accepts cash, credit and debit cards as forms of payment by individuals through the cafeteria line-service. Events sponsored by Seminary departments may use departmental vouchers as a form of payment. Vouchers will be tallied daily and invoiced to the sponsoring Seminary department listed on the Voucher within seven business days. The Vouchers will be attached to the final invoice for verification of charges.

The Café is **CLOSED** during all holidays that are observed by the Seminary.

B. **CATERING:**

Planning a Successful Event

Catered functions may be arranged through **Upper Crust Catering at (502) 896-6114** or by email at info@uppercrustinc.com. When planning your event, bear in mind that larger, more involved events require a significant amount of planning and coordination. We recommend that you place your order as early as possible to ensure a smooth flowing event. For popular dates such as Commencement and Board of Trustees weekends, more advanced planning is advised. Please remember to indicate if there are any guest with dietary restrictions. Every effort will be made to accommodate any special needs pertaining to dietary restrictions or preferences if notification has been given at that time of confirmation signing or before. Our ability to provide adequate service and supplies decreases greatly if notification is not provided in advance.

Scheduling Your Event

Preliminary menu arrangements are highly recommended as early as possible, but must be made and confirmed at least five business days in advance for our staff to meet your needs and expectations.

At the time you book your event, the following information will be required:

- Name, email, and phone
- On-site contact name

- Department name
- Day & date of event
- Location of event
- Start & ending times of event
- Type meal service required (e.g. sit-down served or buffet meal, box lunch, and etc.)
- Dietary restrictions
- Estimated number of guests attending the event.
- Method of payment (e.g. departmental account number, cash, check, or credit)

The following steps outline the catering request process:

- Event host will complete a catering request order using the Seminary’s Virtual EMS system and submit it for confirmation. When using the Special Notes or Custom Order entry points in the system, please be very thorough and detailed. **(Please be sure to include any food allergies or sensitivities in your order!)**
- Once a catering request has been received by Seminary Catering an Event Proposal will be created outlining the details and pricing for the event menu.
- Seminary Catering will then forward an Event Proposal and Contract to the event host via email for their approval and signature.
- Event host reviews menu proposal for accuracy, head count and set-up requirements and then signs and returns the Event Proposal to Seminary Catering via email (info@uppercrustinc.com) or fax (502) 896-6114.
- Upper Crust Catering will confirm that the order is received and schedule it on the master calendar.

*Please Note: Any revisions in the original Catering Proposal are to be entered into the Virtual EMS system by the event host first and then communicated verbally to Upper Crust Catering so that they may retrieve these changes and update the Event Proposal.

Guaranteed Attendance

To ensure appropriate service preparation, all cancellations and/or changes referring to the menu, guest count, and set-up arrangements, must be finalized at least **five business days** prior to the event date. Our ability to increase the guest count guarantee after the deadline (i.e., less than five business days prior to the event date) will be permitted up to **(24) hours** prior to the event. Any **decrease** in the number of guests made after the guarantee deadline **will not** reduce the quoted cost of the event. If a final guarantee is not submitted, the original contracted guest count will be used for billing purposes. We will bill for the actual number in attendance or the guarantee, whichever is greater.

Event Day	Guarantee Due By
Monday*	Prior Monday
Tuesday	Prior Tuesday
Wednesday	Prior Wednesday
Thursday	Prior Thursday
Friday	Prior Friday
Saturday & Sunday	Prior Friday X2

*If the Monday prior to your event is an observed Seminary holiday, guarantees will be due one day earlier than the above stated.

Pricing, Availability & Service Charges

Our **Full Catering Services Menu** contains the description and prices for all of our food and catering services, including the details about special packages that are designed to simplify the planning process. This menu can be obtained by visiting the Seminary’s website and/or Virtual EMS.

Menu items and pricing are subject to change due to fluctuating market conditions without notice until a proposal and signed contract have been executed. Orders placed and confirmed **five business days** or earlier that provide a Seminary Financial Reporting System departmental account number to be charged at the completion of your event will receive **(15%) discount**. This discount applies to the listed pricing on the Food and Beverage (non-alcoholic) for Seminary related events. The discount **does not** apply to outside groups visiting the campus and/or hosting events on campus. Complete planning including your signed catering agreement received by the catering office, final guarantee and set-up details are required with no changes thereafter in order to qualify for Seminary discount.

As a courtesy to our community, Seminary Catering does not add an industry standard service charge. We also do not charge gratuity.

Event Confirmation

Once the details of your event have been finalized, we will email your confirmation(s). Please carefully review all information for accuracy and completeness. If you have questions or changes, please contact the catering office immediately. Your signed catering agreement must be returned to Seminary Catering at least **five business days** prior to your event date. This is a necessity in order to ensure the success of your event.

Late Bookings

Events booked with less than **(72) hours'** notice **may or may not** be accepted based on availability of food product, wait staff, and/or could incur additional charges in order to cover last-minute alterations and ordering.

Cancellations

No catering charges will apply if cancellation of events or menu items are made at least **two weeks** prior to the event date.

No refunds will be provided if cancellation of events or menu items are made fewer than **two weeks** prior to the event date.

Events cancelled due to inclement weather resulting in cancellation or closing of the Seminary are subject to charges based on what cannot be absorbed into the ordinary catering production.

Deposits, Billing & Payment

Seminary departments paying by the Seminary Financial Reporting System are required to provide, at time of booking or upon confirmation, their departmental account number that is to be charged following the event. It is each department's responsibility to ensure we have the correct account number. Your departmental account number will be charged the actual number of guests or the guarantee, whichever is higher at the conclusion of your event. For Seminary departments or groups paying by cash or check, payment is expected within **seven business days** following the event.

Leftover Food Product

Due to state health regulations and liability concerns, and for the safety of our guests, food not consumed **may not** be taken from catered events and **will not** be packaged for removal from the premises. Upper Crust Catering will not be held responsible for food items removed from the catered event. .

V. Using **VIRTUAL EMS** to Submit Request for Use of Campus Facilities

Virtual EMS can be accessed by **Faculty, Administrators, and Staff** for all of your facility scheduling needs by going to the Seminary's Intranet site and selecting "**Forms**" and then select "**Virtual EMS**". **LPTS Students** requesting use of instructional or non-instructional space can request use of campus facilities through the [Dean of Students Office](#) located in Nelson Hall.

Room requests, edits and/or cancellations must be submitted using **Virtual EMS** at least **three business days** in advance of your event date. Submitting a room request **does not** confirm your reservation.

The **Marketing & Special Events** and/or **Dean's Office** will confirm your room request by email within **one business day** after receipt of your room request. Room requests received after **2:00 p.m. Monday-Friday will not** be processed until the following business day. Your room request is not confirmed until you have received an email confirmation from the appropriate office. If you have submitted a room request and have **not** received an email confirmation, please contact the appropriate office directly.

Room Requests with less than **three business days'** notice must be communicated directly to the Marketing & Special Events or Dean's Office by telephone. Room requests received less than three business days in advance will be accommodated based on availability however, **no special furniture setup or audiovisual equipment will be provided without five-business days' notice.**

Please do not submit blanket room requests for use of all rooms on campus unless you actually require use of them. This prevents us from allocating our resources effectively and efficiently in order to accommodate your event planning needs and prevents others from using the space.

Please remember if you are not going to use a space that you reserved, **CANCEL** your reservation at least three business day in advance of your event date. There is always someone waiting for an available space.

A. To submit a request for use of space – an online request for a room

The Virtual EMS Room Request Form is organized into various sections to facilitate the online request process—a **When** and **Where** (*left*) pane on the page, and two tabs—a **Details** tab and an **Availability** tab.

Enter the information to search for available rooms in the When and Where pane. View the results of the search on the Availability tab and from this information, you can determine if the room that you want is available or if you must request another room. Enter information for the event on the Details tab.

The following steps outline the Virtual EMS request process:

- On the Virtual EMS toolbar, click on the "**My Account**" tab
- Select "**Login**"
- Enter your "**User ID**" and "**Password**" then select "**Login**"
- Under the "**Reservations**" tab click on the reservation option labeled "**Room Request**"
- In the "**When & Where**" pane (left) of the page, you can now search for a room or rooms in which the event is to take place
- Enter your **Event Date, Start** and **End Time** criteria in the appropriate fields. *You can enter recurring event dates by clicking on the "**Recurrence**" button to the right of the date field.* Keep in mind, the system will not permit you to enter room requests less than **three days** in advance of the event date. Please contact the Marketing & Special Events Office if your request is less than **three days** in advance of the event date.

- On the **Facilities** drop-down list, select (all) buildings, or select a specific building or view to search. *It is suggested that you select “All” buildings when determining your event location in order to get a greater view of all room availability.*
- **“Setup Information”**: Enter Attendance & Setup Type. Both attendance and setup type are required fields. *It is suggested that you enter “Standard as-is” as your setup type.* If needed, you can narrow your search further by providing the room type and features from the Availability Filters.
- **“Availability Filters” (optional)**: If needed, you can narrow your search further by providing the certain criteria for your room type and features from the Availability Filters. You can click the arrow to expand/collapse this section. *It is suggested you limit the number of availability filters you enter in order to get a greater view of all room availability.*
- Click **“Find Space”**: A list of available rooms that meet your search criteria for the indicated reservation time(s) are displayed on the Available tab. From this information, you can determine if the facilities you want for the meeting is available, or if you must request another room.
- If your search criteria from steps 1 through 6 are met, the location tab will now show available spaces or display **“no space available”**. If no space is available, please review your search criteria.
- Select the facilities desired by clicking on the **green plus (+) sign** to the left of facility name
- Select the **“Details”** tab: Enter Event Name and Event Type. When you are entering the event details, note the following: Required fields are marked with a **red asterisk (*)**. At minimum, you must enter the event, name, the event type, and group details.
- **“Leasee/Department Details”**: Enter Leasee/Department Name, 1st Contact Name, Phone, Fax and Email information. This information may automatically populate with your group/departmental information. You can modify this information.
- **“Other Information”**: Enter a (17)-digit **“Departmental Account Number”** (required field)
- **Select additional resources (optional)**:
 - Security (Securitas)
 - Facilities Department
 - Laws Lodge (Furniture Setups)
 - A/V Equipment
 - Upper Crust
 - Dance Floor
 - Billing Information
- **Submit Room Request**