

EMS Booking Procedure for Student Organizations

Room Reservation Deadlines for Student Organizations:

- To reserve a room for a meeting (an E-Board or general body event that last no longer than 1 hour 45 minutes and needs no special set-up) you must submit your request within seven (7) business days prior to event.
- To reserve a room for a social event (any event that takes place in a social room, lasts longer than 1 hour 45 minutes, and/or requires special set-up), you must submit your request fourteen (14) business days prior to event.
- For large complex events, we advise that you reserve your room as early as possible. Complex events scheduled less than three (3) weeks in advance may have limited access to resources such as furniture, sound and light equipment, and staff.

Room Reservation Booking Guidelines

- Only ONE (1) room per day after 5pm can be reserved at a time or request will be denied.
- It is important to give a description of your event as it will help with understanding its purpose and reservation needs.
- If you have a special request outside the parameters of the Booking Guidelines please contact the EMS Office to make an appointment to discuss your event with an event planner.
- Only accountable officers assigned to the account will be permitted to make reservations or your reservation will be denied.

Reoccurring Events, Socials and Ballroom/Oval Theater Guidelines for Student Organizations:

- Meetings (as defined above) after 5pm are limited to one every seven (7) days within the designated 1:45 hour time blocks in designated meeting rooms.
 - This restriction does not apply to meetings that end by 4:30 PM. The designated meeting rooms are listed on the Time Block Schedule.
- All meetings (as defined above) that end after 4 PM must utilize the stock set-up for the requested room. The stock set-up for designated meeting rooms are listed on the Time Block Schedule.
- View the after 5pm Time Block Schedule.
- Only one social event (as defined above) may be scheduled in a fourteen (14) day period in the designated social rooms. (Plaza Room 2708, Hillsborough Room 2709 (Thursday through Saturday), Oak Room 3707, Heron Room 3709 (Thursday through Saturday), Oval Theater, Ballroom, all outdoor spaces)
- You must include your set-up and tear-down time in your reservation when scheduling a social event. You will not have access to the room before or after your reserved time.
- The MSC staff required 90 minutes of unscheduled time before and after a social event. If your reservation request does not leave enough time between events, your reservation may be cancelled or moved at our discretion.