

# Making a Reservation in EMS

A Student Organization Guide to Making Reservations in the MSC



Presented by:  
The MSC Event & Meeting Services Team



# MEET OUR TEAM!

## MSC Event & Meeting Services Planning Team

Contact us at:

MSC Event & Meeting  
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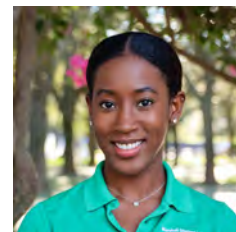
Elizabeth Sorenson



Monique Brown



Darci Hyppolite



Nysa Bryan



Catherine King



## **Tips to Keep in Mind Before Making a Reservation**

A green starburst graphic with a black outline, containing the number #1.

#1

# Review the MSC Policies & Guidelines

- ❖ Meetings must be reserved at least ten (10) days ahead of time.
- ❖ Student Organizations are allowed one (1) meeting after 5pm every seven (7) days.
- ❖ All other events are considered socials and must be reserved at least three (3) weeks ahead of time.
- ❖ Student Organizations are allowed one (1) social event after 5pm every fourteen (14) days.
- ❖ Meeting rooms have stock setups. These setups cannot be adjusted or changed!
- ❖ Painting can only take place in 2708 or the MSC outdoor locations.
- ❖ Review all guidelines and policies on our website at <https://www.usf.edu/student-affairs/msc/documents/ems-combined-policy.pdf>



#2

# Review the Meeting Time Blocks Chart on our [website](#).

## MSC Meeting Time Blocks for MEETING Reservations AFTER 5:00pm

Click on the Room Number to see a diagram of the After 5:00pm Room Set Up

Room	Room Name	Meeting Block Rotation			Stock Set-up	Max # of Attendees	Max # of Tables in Room
2702	LEGACY	5:00 - 6:45 PM	7:00 - 8:45 PM	9:00 - 10:45 PM	U-SHAPE	30	0
2703	HONORS	5:00 - 6:45 PM	7:00 - 8:45 PM	9:00 - 10:45 PM	CLASSROOM	30	0
2705	INTERNATIONAL	5:00 - 6:45 PM	7:00 - 8:45 PM	9:00 - 10:45 PM	CONFERENCE	15	0
2706	YBOR	5:00 - 6:45 PM	7:00 - 8:45 PM	9:00 - 10:45 PM	CONFERENCE	29	0
2707	SPIRIT	5:00 - 6:45 PM	7:00 - 8:45 PM	9:00 - 10:45 PM	THEATER	60	2
3701	PALM	5:30 - 7:15 PM	7:30 - 9:15 PM	9:30 - 11:15 PM	CONFERENCE	15	0
3704	TARPON	5:30 - 7:15 PM	7:30 - 9:15 PM	9:30 - 11:15 PM	THEATER	44	1
3705	MANATEE	5:30 - 7:15 PM	7:30 - 9:15 PM	9:30 - 11:15 PM	THEATER	90	2
3708	SANDHILL CRANE	5:30 - 7:15 PM	7:30 - 9:15 PM	9:30 - 11:15 PM	THEATER	48	0
3709	HERON	5:30 - 7:15 PM	7:30 - 9:15 PM	9:30 - 11:15 PM	THEATER	87	2
3711	EGRET	5:30 - 7:15 PM	7:30 - 9:15 PM	9:30 - 11:15 PM	THEATER	66	2
3712	COLUMBIA	5:30 - 7:15 PM	7:30 - 9:15 PM	9:30 - 11:15 PM	HOLLOW SQUARE	20	0
3713	CHALLENGER	5:30 - 7:15 PM	7:30 - 9:15 PM	9:30 - 11:15 PM	THEATER	35	1
On certain days, some Social Rooms are used as Meeting Rooms:							
2709	HILLSBOROUGH	5:00 - 6:45 PM	7:00 - 8:45 PM	9:00 - 10:45 PM	THEATER	153   SUN-WED	2
2708	PLAZA	5:00 - 6:45 PM	7:00 - 8:45 PM	9:00 - 10:45 PM	THEATER	200   SUN & MON	2
SOCIAL ROOMS							
Social Rooms on SOME Days:					Social Rooms on ALL Days		
2708 is a Social Room on Tues, Wed, Thurs, Fri and Sat.					3707 Oval Theater		
2709 is a Social Room on Thurs, Fri and Sat.					Outdoor Spaces Ballroom		

Student Organizations are able to reserve the Oval Theater 1 time per semester.

Student Organizations are able to reserve the Ballroom 1 time per semester.

Painting can only take place outdoors or in 2708.

#3

# Understand Meetings VS Socials

All events that take place in the MSC are categorized in one of two ways – a meeting or a social. You can find more information on these categories below.

## MEETINGS AFTER 5:00PM

- **Must be reserved at least 10 days in advance.**
- Student Organizations can reserve 1 meeting after 5:00pm per 7 days.
- Maximum time allowed is 1 hour and 45 minutes.
- Must use the stock set up of the room. See chart for the setup of each room.
- Meeting room set ups can not be changed and we can not add any additional furniture to the room.

## SOCIALS AFTER 5:00PM

- **Must be booked at least 3 weeks in advance.**
- Social can ONLY be booked in certain rooms on certain days:
  - 2708, 2709, 3707, Ballroom, Oval Theater or outdoor space.
  - View the bottom of the Meeting Time Block Chart for socials!
- Must complete an Event Review at least 14 days prior to your event.
- Student Organizations can reserve 1 social after 5:00pm per 14 days.
- No limitations on the length of your event!
- You can have a custom set up – this means you are not restricted to the stock room set up!
- Requires at least 90 minutes of flip time between social events. Ballroom requires 2 hours of flip time between events!





#4

Plan out your semester events. It helps to layout your meetings and events on a calendar.

## SAMPLE CALENDAR

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2 General Body MEETING 7:00pm - 8:45pm	3	4 SOCIAL EVENT Guest Speaker 7:30pm - 11:00pm	5	6
7	8	9 Executive Board MEETING 7:00pm - 8:45pm	10	11	12	13
14	15	16 General Body MEETING 7:00pm - 8:45pm	17 Awards Ceremony Planning Meeting 1:00pm - 2:00pm	18	19 SOCIAL EVENT Ice Cream Social 6:00pm - 10:00pm	20
21	22	23 Executive Board MEETING 7:00pm - 8:45pm	24	25	26	27
28 SOCIAL EVENT Awards Ceremony 10:00am - 2:00pm	29	30 General Body MEETING 7:00pm - 8:45pm				

Be sure to include holidays & other organization's events that you want to attend!

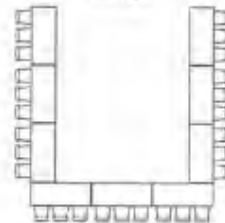
#5

# KNOW YOUR ROOM SET UP OPTIONS

Theater



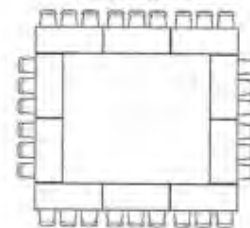
U-Shape



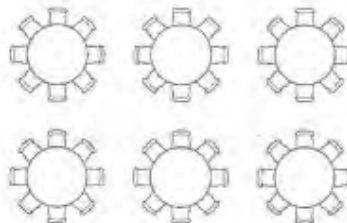
Classroom



Hollow Square



Banquet







# Making a Reservation in Virtual EMS

# Making a Reservation In Virtual EMS

UNIVERSITY OF SOUTH FLORIDA | USF MSC Event & Meeting Services

HOME

BROWSE

EVENTS

SITE HOME MY HOME

### Sign In

**IMPORTANT:** You must provide your **Organization(s) or Department Name(s)** for which you are authorized to make requests for in the **Notes** section of this form.

Once you click "Save", you should see a confirmation message above stating "Your data was saved successfully, but your account is currently pending," which means your submission was received. Please allow 72 hours to process the request. You will receive an email notification once your ID is ready.

User Id \*

Password \*

Sign In

⚠ I've forgotten my password.

Log in to the MSC  
Event & Meeting  
Services web  
reservation portal  
Virtual EMS.

# Making a Reservation In Virtual EMS

Once you log into the system, it will take you to the home page.

Here you can create a reservation, view your events, and more!

The screenshot displays the Virtual EMS user interface. On the left is a vertical sidebar with navigation links: HOME (with a house icon), CREATE A RESERVATION (with a calendar icon), MY EVENTS (with a bell icon), BROWSE, EVENTS (with a flag icon), and LOCATIONS (with a location pin icon). The main content area at the top has two tabs: SITE HOME and MY HOME, with MY HOME being the active tab. Below the tabs, the section 'My Reservation Templates' contains a 'Room Request' card with 'book now' and 'about' buttons. The 'My Bookings' section shows a date filter for 'APRIL 7, 2023' and a 'SEARCH' button. At the top right of this section is the time zone 'Eastern Time [ET]'. Below the date filter are tabs for 'Day', 'Month', and 'Date', with 'Day' selected. Navigation links 'Previous', 'Today', and 'Next' are on the right. A large box at the bottom states 'There are no bookings for April 7, 2023' and includes a link 'Take me to the next day containing bookings.' with a blue square icon.

HOME

CREATE A RESERVATION

MY EVENTS

BROWSE

EVENTS

LOCATIONS

SITE HOME MY HOME

My Reservation Templates

Room Request [book now](#) [about](#)

My Bookings

APRIL 7, 2023 SEARCH

Eastern Time [ET]

Day Month Date

Previous Today Next

There are no bookings for April 7, 2023

[Take me to the next day containing bookings.](#)

# Making a Reservation In Virtual EMS

By clicking the “about” button on the home page you can learn about some of our important policies, guidelines, and booking procedures.

Be sure to review these prior to making reservations!

The screenshot displays the Virtual EMS website interface. A modal window titled "About The 'Room Request' Template" is open, showing the "INFORMATION" tab. The modal contains the following content:

- EMS Procedures:**
- Room Reservation Deadlines for Student Organizations:**
  - To reserve a meeting room you must submit your request ten (10) business days ahead of time.
  - To reserve a room for an event/social you must submit your request at least three (3) weeks ahead of time.
- Room Reservation Booking Guidelines**
  - Student Organizations are allowed to reserve one meeting after 5pm per 7 days.
  - Student Organizations are allowed to reserve one social after 5pm every 14 days.
  - Please provide a description of your event as it will help with understanding its purpose and reservation needs.

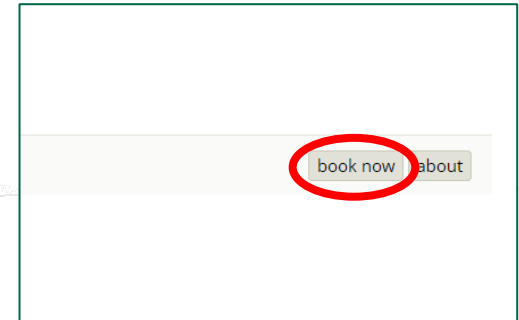
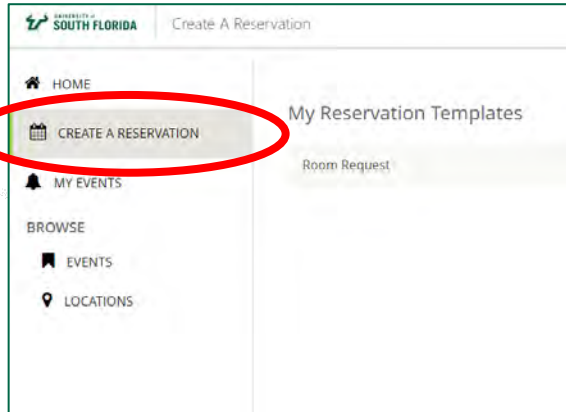
At the bottom of the modal are two buttons: "Book Now With This Template" and "Close".

In the background, the website header shows "Event & Meeting Services" and a user profile "Darci Hyppolite". The left sidebar includes "SITE HOME", "MY HOME", "My Reservation Templates", "Room Request", and "My Bookings". The main content area shows "APRIL 7, 2023" and a "SEARCH" button. On the right, there are buttons for "book now" and "about", with the "about" button circled in red. Below these buttons is the "Eastern Time [ET]" section with "Previous", "Today", and "Next" links. At the bottom, a message states "There are no bookings for April 7, 2023" and a link "Take me to the next day containing bookings."

# Making a Reservation In Virtual EMS

To make reservations you can either select the “Create a Reservation” button located on the left.

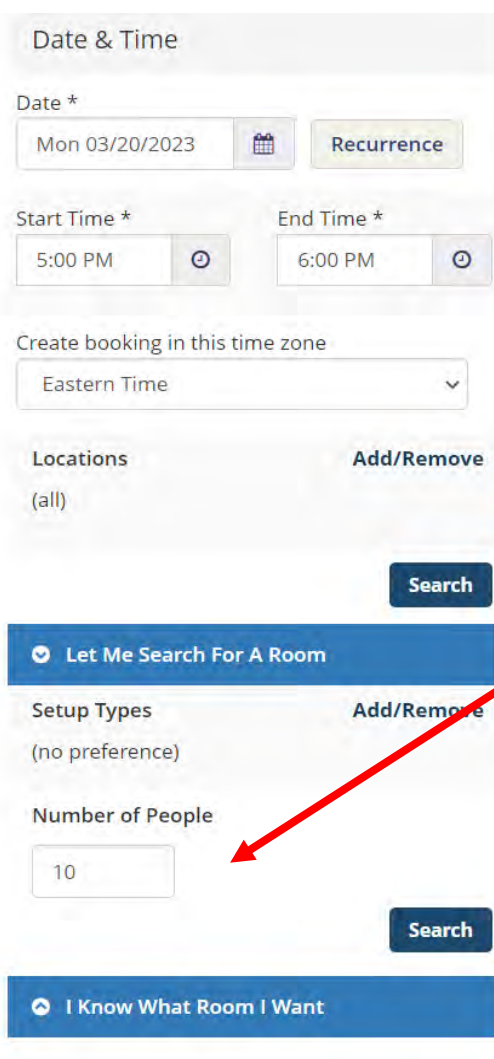
Or you can select the “book now” button on the right.



Please note, if you select “Create a Reservation” on the left, you will still need to select “book now” on the next page to get to the reservation request.

# Making a Reservation in Virtual EMS

- Use the menu on the left of the page to search for available spaces based on your event dates, times, and expected attendance.
- **Your attendance estimate NEEDS to be as accurate as possible.** If you report a small attendance for a larger event, your event may be moved to a room that is too small for your needs.
- The MSC reserves the right to move events to suitable rooms based on the event description and our discretion.



The screenshot shows the left-hand navigation menu of the Virtual EMS system. It includes sections for 'Date & Time' (with date and recurrence options), 'Start Time' and 'End Time' (with clock pickers), 'Create booking in this time zone' (with a dropdown menu), 'Locations' (with an 'Add/Remove' button), and 'Setup Types' (with an 'Add/Remove' button). The 'Number of People' field is set to 10. At the bottom, there are two main search options: 'Let Me Search For A Room' (selected) and 'I Know What Room I Want'. A red arrow points from the 'Number of People' field to the text 'NEEDS to be as accurate as possible' in the list on the right.

Date & Time

Date \*

Mon 03/20/2023

Recurrence

Start Time \*

5:00 PM

End Time \*

6:00 PM

Create booking in this time zone

Eastern Time

Locations

(all)

Add/Remove

Search

Let Me Search For A Room

Setup Types

(no preference)

Add/Remove

Number of People

10


Search


I Know What Room I Want





# Important Note!

Date & Time

Date \*  
Mon 03/20/2023  Recurrence


Start Time \*  
5:00 PM 

End Time \*  
6:00 PM 

Create booking in this time zone  
Eastern Time 


Locations  
(all) Add/Remove

Search

 Let Me Search For A Room

Setup Types  
(no preference) Add/Remove






Number of People  
10 Search

 I Know What Room I Want

- **Start Time:** This is time you would like to have access to the space. Be sure to include enough time for your organization to setup before your event starts! **Please note, your room will be unlocked at this time. We do not unlock rooms earlier than your reservation start time.**
- **End Time:** This is the time your organization would need to be cleaned up and exited from the space. Be sure to reserve enough time after your event to cleanup!
- **NOTE:** The times you request may not be approved and/or may be changed. Be sure to read your reservation confirmation email from our team carefully.

# Making a Reoccurring Reservation

New Booking for Thu Apr 13, 2023

Date & Time	Selected Rooms
<p>Date *</p> <p>Thu 04/13/2023  <b>Recurrence</b></p> <p>Start Time * 7:00 AM  End Time * 8:00 AM </p> <p>Create booking in this time zone</p> <p>Eastern Time </p> <p>Locations (all) <b>Add/Remove</b></p> <p><b>Search</b></p> <p><b>Let Me Search For A Room</b></p> <p>Setup Types (no preference) <b>Add/Remove</b></p> <p>Number of People</p> <p>10 </p> <p><b>Search</b></p> <p><b>I Know What Room I Want</b></p>	<p>Your selected Rooms will appear here.</p> <p>Room Search Results</p> <p>Rooms matching your search criteria will appear here.</p>

To set up a reoccurring reservation, such as weekly meetings, you will need to click the “Recurrence” button.

# Making a Reoccurring Reservation

Once you select the “Recurrence” button it will take you to this screen.

The screenshot shows a 'Recurrence' modal window. The 'Repeats' dropdown is set to 'Weekly'. The 'Every' field is '1' week(s). The 'On' field shows 'Mon' selected. The 'Start Date' is 'Mon 03/20/2023'. The 'End Date' is 'Mon 04/24/2023', which is circled in red with a red arrow pointing to it. The 'Number Of Occurrences' is '1'. The 'Start Time' is '5:00 PM' and the 'End Time' is '6:00 PM'. The 'Create booking in this time zone' dropdown is set to 'Eastern Time'. At the bottom, there are 'Apply Recurrence' and 'Close' buttons.

Recurrence

Repeats: Weekly [Remove Recurrence]

Every: 1 week(s)

On: Sun Mon Tue Wed Thu Fri Sat

Start Date: Mon 03/20/2023

End Date: Mon 04/24/2023 (6 occurrences)

Number Of Occurrences: 1 occurrence(s)

Start Time: 5:00 PM End Time: 6:00 PM

Create booking in this time zone: Eastern Time

Apply Recurrence Close

- **PLEASE NOTE:** You need to fill out this entire field to book reoccurring reservations.
- Here you will need to adjust the “Repeats” by selecting the frequency of when you would like your meetings to occur.
- Be sure to set the “end by” date in order to reserve multiple dates.
- **You MUST click “Apply Recurrence” or else it will not save!**

# Making a Reoccurring Reservation in Virtual EMS

Room Search Results

LIST

☐ Favorite Rooms only.

Find A Room

Room	Available ▾	Location	Floor	TZ	Cap	Price	Filter Match
Rooms You Can Request							
3701 Palm Conference Room	6/6	Marshall Student Center	(none)	ET	15		
3712 Columbia Room	6/6	Marshall Student Center	(none)	ET	20		
3713 Challenger Room	6/6	Marshall Student Center	(none)	ET	35		
2702 Legacy Room	4/6	Marshall Student Center	(none)	ET	36		
2703 Honors Room	4/6	Marshall Student Center	(none)	ET	34		
2707 Spirit Room	4/6	Marshall Student Center	(none)	ET	61		
2709 Hillsborough Room	4/6	Marshall Student Center	(none)	ET	153		
3704 Tarpon Room	4/6	Marshall Student Center	(none)	ET	46		
3705 Manatee Room	4/6	Marshall Student Center	(none)	ET	99		
3708 Sandhill Crane Room	4/6	Marshall Student Center	(none)	ET	49		
3709 Heron Room	4/6	Marshall Student Center	(none)	ET	87		

- Once you click the “Search” button you will be taken to this page.
- **PLEASE NOTE:** The room you are looking for may not be available on all the dates requested.
- This list will tell you how many of the dates the room was able to accommodate.

# Making a Reoccurring Reservation

Once you select a room by clicking the green + on the left side it will take you to this page!

Selected Rooms Attendance & Setup Type

2702 Legacy Room (4 of 6 occurrences with 2 conflicts)

Room Search Results

LIST

☐ Favorite Rooms only.

Find A Room

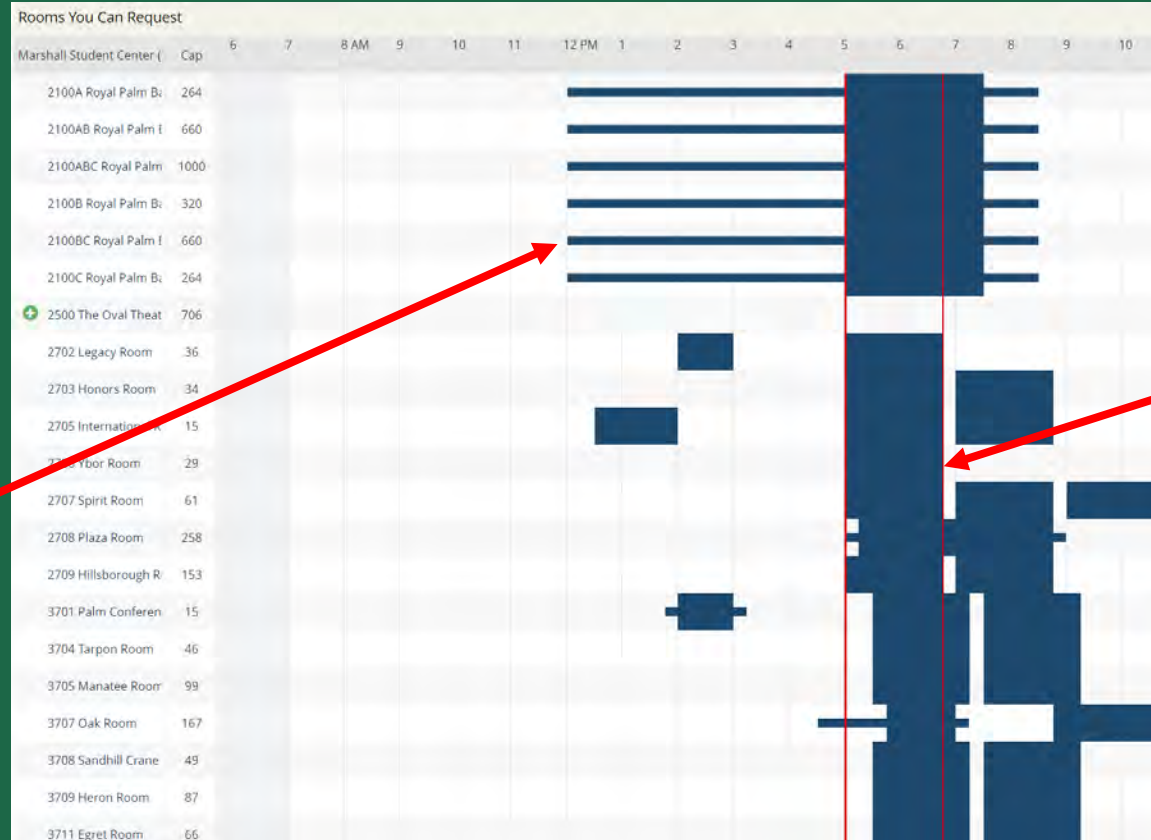
Room	Available	Location	Floor	TZ	Cap	Price	Filter Match
6 occurrence(s):  4 In 2702 Legacy Room 2 Remaining   Skip 2							
Rooms You Can Request							
3701 Palm Conference Room	2/2	Marshall Student Center	(none)	ET	15		
3712 Columbia Room	2/2	Marshall Student Center	(none)	ET	20		
3713 Challenger Room	2/2	Marshall Student Center	(none)	ET	35		

- This page will show the room you selected at the top and if any of the dates had conflicts.
- NOTE: If the room shows a conflict, the room will not be reserved on those dates.
- You will need to select another room, if available, for the other dates.
- If there are no other rooms available, then the MSC does not have availability on that date and time.

# Making a Reservation in Virtual EMS

If you did not select reoccurring reservations you will be taken to this page.

- Rooms that are marked in blue have already been reserved for other events. This means the rooms are not available.
- Thin lines extending before and after existing reservations indicate that the room is reserved for set-up/cleanup time for that event.



This red bar indicates the time frame you selected in the Room Request Form.



## Things to Keep in Mind When Making Reservations

- **PLEASE NOTE:** The MSC Events Team needs time in between events to break down the first events setup and set the room for the next event.
- We require 15 minutes of flip time between our stock set-up meetings and a minimum of 90 minutes between all other events.
- **NOTE:** The MSC Ballroom requires 2 hours of setup time in between events!
- If you do not leave flip time between reservations, the MSC reserves the right to adjust your reservation times accordingly.

# Things to Keep in Mind When Making Reservations

Rooms You Can Request		7	8 AM	9	10	11	12 PM	1	2	3	4	5	6	7	8	9	10	11
Marshall Student Center (		Cap																
2100A Royal Palm Bz	264																	Closed
2100AB Royal Palm I	660																	Closed
2100ABC Royal Palm	1000																	Closed
2100B Royal Palm Bz	320																	Closed
2100BC Royal Palm I	660																	Closed
2100C Royal Palm Bz	264																	Closed
2500 The Oval Theat	706																	Closed
+ 2702 Legacy Room	36																	Closed
+ 2703 Honors Room	34																	Closed
2705 International R	15																	Closed
2706 Ybor Room	29																	Closed
+ 2707 Spirit Room	61																	Closed
+ 2708 Plaza Room	258																	Closed
+ 2709 Hillsborough R	153																	Closed
+ 3701 Palm Conferen	15																	Closed
+ 3704 Tarpon Room	46																	Closed
3705 Manatee Room	99																	Closed
+ 3707 Oak Room	167																	Closed

- Reminder, the red lines are the times you are reserving.
- This request for 2708 would NOT be approved.
- For this reservation to be approved you would need to leave 90 minutes after the first reservation ends.
- This means your reservation would need to start at 2:30pm or later.

# New Booking for Sat Apr 22, 2023

Date & Time

Date \*  
Sat 04/22/2023 [Recurrence](#)

Start Time \*  
3:00 PM

End Time \*  
5:00 PM

Create booking in this time zone  
Eastern Time

Locations  
(all) [Add/Remove](#)

[Search](#)

[Let Me Search For A Room](#)

[I Know What Room I Want](#)

Room Name

## Selected Rooms

Your selected Rooms will appear here.

## Room Search Results

[LIST](#) [SCHEDULE](#)

☐ Favorite Rooms only.


## Rooms You Can Request


	8 AM	9	10	11	12 PM	1	2	3	4	5	6	7	8
Marshall Student Center ( Cap													
2100A Royal Palm B: 264													
2100AB Royal Palm E 660													
2100ABC Royal Palm 1000													
2100B Royal Palm B: 320													
2100BC Royal Palm E 660													
2100C Royal Palm B: 264													


When making reservations in the Ballroom, we require a minimum of two (2) hours of flip time between events so our staff has enough time to reconfigure the room.




Date & Time

Date \*  
Sat 04/22/2023  **Recurrence**


Start Time \*  
5:00 PM 


End Time \*  
9:00 PM 


Create booking in this time zone  
Eastern Time 

Locations  
(all) **Add/Remove**

**Search**

 Let Me Search For A Room

 I Know What Room I Want

Room Name 

## Selected Rooms


Your selected Rooms will appear here.

## Room Search Results

**LIST** SCHEDULE

☐ Favorite Rooms only.

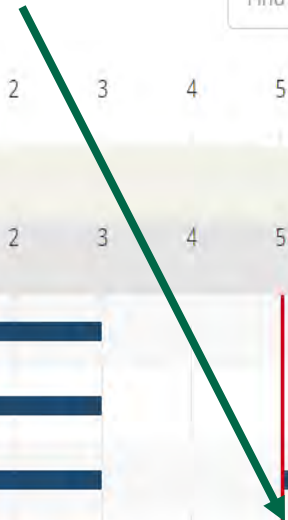
## Rooms You Can Request

		8 AM	9	10	11	12 PM	1	2	3	4	5	6	7	8
Marshall Student Center (	Cap	8 AM	9	10	11	12 PM	1	2	3	4	5	6	7	8
2100A Royal Palm B:	264													
2100AB Royal Palm E	660													
2100ABC Royal Palm	1000													
 2100B Royal Palm B:	320													
2100BC Royal Palm E	660													
2100C Royal Palm B:	264													

The MSC Ballroom is divided into 3 sections.

**PLEASE NOTE:** We do not allow events to be reserved in sections next to each other.

In this image, Ballroom A and Ballroom C are each being used for events, so Ballroom B would not be available to reserve.



# Making a Reservation in Virtual EMS

You can view more details about the room by clicking on the room name.

The screenshot displays the Virtual EMS interface. On the left, a list of rooms is shown with their names and capacities. A red arrow points to the '2708 Plaza Room' entry. On the right, a modal window titled 'about 2708 Plaza Room' is open, showing detailed information about the selected room.

**Room List:**


Room Name	Capacity
2100B Royal Palm B:	320
2100BC Royal Palm f	660
2100C Royal Palm B:	264
2500 The Oval Theat	706
2702 Legacy Room	36
2703 Honors Room	34
2705 International R	15
2706 Ybor Room	29
2707 Spirit Room	61
2708 Plaza Room	258
2709 Hillsborough R	153
3701 Palm Conferen	15
3704 Tarpon Room	46
3705 Manatee Room	99
3707 Oak Room	167

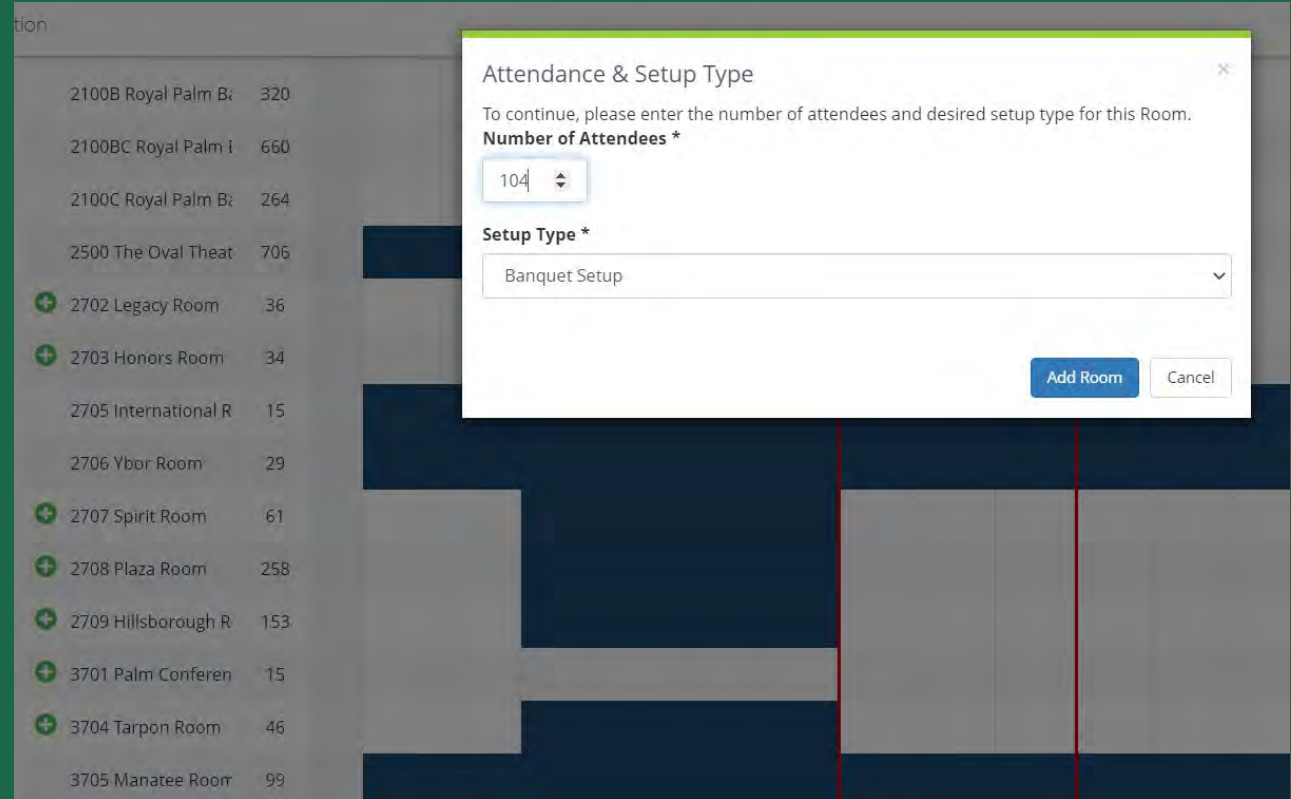
**Room Details for 2708 Plaza Room:**

- Description:** 2708 Plaza Room
- Room Type:** Large Multipurpose Room
- Room Specifications for Weekly meeting requests after 5:00pm:**
  - \*Meeting room Sunday & Monday ONLY. Social room Tuesday through Saturday.
- Stock Set-Up:** is Theater Style for 200. Room comes with 2 6ft tables.
- Available Meeting Times:**
  - 5:00pm - 6:45pm
  - 7:00pm - 8:45pm
  - 9:00pm - 10:45pm

The modal window includes tabs for ROOM DETAILS, SETUP TYPES, FEATURES, IMAGES, and AVAILABILITY. A 'Close' button is located at the bottom right of the modal.

# Making a Reservation in Virtual EMS

- To select the room for your event, click 
- You will be prompted to input your attendance and setup type.
- Be sure your attendance estimate is as accurate as possible.



The screenshot displays a web interface for making a reservation. On the left, a list of rooms is shown with their names and capacities. Each room name is preceded by a green plus icon, indicating it is selectable. A modal window titled 'Attendance & Setup Type' is open over the list, prompting the user to enter the number of attendees and select a setup type for the chosen room. The modal includes a text input for the number of attendees (currently showing 104), a dropdown menu for the setup type (currently set to 'Banquet Setup'), and two buttons at the bottom: 'Add Room' and 'Cancel'.

Room Name	Capacity
2100B Royal Palm B:	320
2100BC Royal Palm i	660
2100C Royal Palm B:	264
2500 The Oval Theat	706
2702 Legacy Room	36
2703 Honors Room	34
2705 International R	15
2706 Ybor Room	29
2707 Spirit Room	61
2708 Plaza Room	258
2709 Hillsborough R	153
3701 Palm Conferen	15
3704 Tarpon Room	46
3705 Manatee Room	99

### Attendance & Setup Type

To continue, please enter the number of attendees and desired setup type for this Room.

**Number of Attendees \***

**Setup Type \***

Banquet Setup

**Add Room** **Cancel**



# Making a Reservation in Virtual EMS

- Be sure to provide a brief description of your event!
- If you have any special requests or accommodations, please list them in your description, and we will reach out to see if we are able to meet your request.
- This helps our team better understand your request and the event your are planning.

The screenshot displays the 'Services' tab of the Virtual EMS reservation system. The interface is divided into three main sections: '1 Rooms', '2 Services' (the active tab), and '3 Reservation Details'. A 'Next Step' button is located in the top right corner. The 'Services For Your Reservation' section includes a 'Description of Event' text area, which is highlighted by a red arrow from the first bullet point of the text on the left. Below this is a 'Furnishings' section with a dropdown menu labeled 'Available Furnishings'. A grid of furnishings options is displayed, including '30" Tables (High or Low Top)', '5' Round Tables', '6' Banquet Tables', 'Chairs (MSC)', 'Easel', 'Portable Whiteboards', 'Window Coverings (short)', '5' Outdoor Rounds', '6' Banquet Outdoor Tables', '6' School Tables', 'Chairs (outdoor-GREEN)', 'Podium', and 'Window Coverings (long)'. The 'Services Summary' section is currently empty. The footer contains copyright information and navigation links: '© Copyright 2023 Account All Rights Reserved', 'Create A Reservation', 'My Events', 'Events', and 'Locations'.

1 Rooms 2 Services 3 Reservation Details

Next Step

Services For Your Reservation

Description of Event

Furnishings

Available Furnishings

30" Tables (High or Low Top)	5' Outdoor Rounds
5' Round Tables	6' Banquet Outdoor Tables
6' Banquet Tables	6' School Tables
Chairs (MSC)	Chairs (outdoor-GREEN)
Easel	Podium
Portable Whiteboards	Window Coverings (long)
Window Coverings (short)	

© Copyright 2023 Account All Rights Reserved Create A Reservation My Events Events Locations

# Making a Reservation in Virtual EMS

- After selecting the space and inputting your event description, enter your event details in the *Reservation Details* form.
- Be sure to fill out all the required fields!
- The information listed in this section is used by both the MSC Event Planners and the MSC Logistics team on the day of your event/meeting!

1 Rooms

2 Services

3 Reservation Details

Reservation Details

Event Details

Event Name \*

Event Type \*

Customer Details

Customer \*

Event and Meeting Services

1st Contact

(temporary contact)

1st Contact Name \*

1st Contact undefined \*

1st Contact Email Address \*

2nd Contact

(none)

2nd Contact Phone

2nd Contact Email Address

1st Contact undefined

2nd Contact Fax

# Making a Reservation in Virtual EMS

- After selecting the space and inputting your event description, enter your event details in the *Reservation Details* form.
- Be sure to fill out all the required fields!
- The information listed in this section is used by both the MSC Event Planners and the MSC Logistics team on the day of your event/meeting!

Additional Information

Day of Event Contact \*

Do you need an LCD Projector for the event? \*

Choose one

Day of Event Phone \*

Will alcohol be served at this event? \*

Choose one

Will there be food and beverage at your event? \*

Choose one

If Yes, who will provide the food and beverage?

Is the topic of your event currently active in the news, world-wide media, social media sphere, or controversial? This information helps us to plan your event. \*

Choose one

Will there be an admission charge for the event? \*

Choose one

Do you agree to abide by the Marshall Student Center and Event & Meeting Services Policies? \*

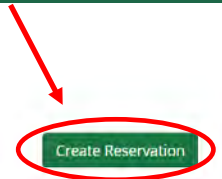
Choose one

☐ I have read and agree to the Terms and Conditions

Go Back

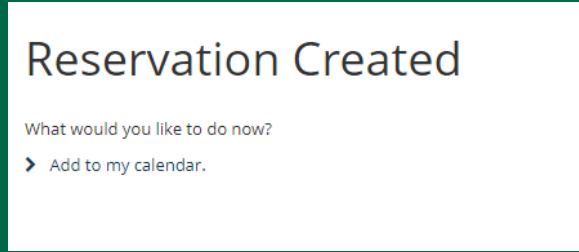
Create Reservation

- Click “Create Reservation” at the bottom right to submit your request!



# Making a Reservation in Virtual EMS

- Once you submit your request, you will see this message on the page



- To review your reservation details, go to the *My Events* tab on your EMS home page, and select your reservation name to see the details.
- Be sure to carefully read through everything and ensure it is correct!
- NOTE:** If you are booking a reoccurring reservation, be sure that ALL of your dates are listed here. If they are not listed on this page they will not be reserved!

The screenshot shows the Virtual EMS web application. On the left sidebar, the 'MY EVENTS' tab is highlighted with a red circle. The main content area has two tabs: 'RESERVATIONS' (active) and 'BOOKINGS'. Below these is a search bar and a 'Search Reservations' button. A checkbox for 'Include cancelled reservations' is on the right. Below the search bar are 'CURRENT' and 'PAST' filters. A table displays reservation details with columns: Name, First/Last Booking, Location, Customer, Services, ID, and Status. One reservation is listed: 'Meeting' for 'Sat Apr 22, 2023 / Sat Apr 22, 2023 (single booking)' at 'Marshall Student Center - 2702 Legacy Room' for 'Event and Meeting Services' with ID '125909' and status 'Pending'.

Name	First/Last Booking	Location	Customer	Services	ID	Status
Meeting	Sat Apr 22, 2023 / Sat Apr 22, 2023 (single booking)	Marshall Student Center - 2702 Legacy Room	Event and Meeting Services	✓	125909	Pending

# Things to Keep in Mind When Making a Reservation

- Reservations are not automated and are processed individually.
- The EMS team addresses requests on a first-come, first-serve basis.
- While we typically respond to all requests within 72 hours, during our reservation book opening dates, it may be several weeks before you receive a response by email due to the large amount of reservation requests.



# Error Messages

Request violates building hours

If you receive the following error, it means that the MSC building is not open during the requested hours.

Please resubmit dates and times.  
Please contact the EMS office if you believe there has been a mistake.

Please reach out to [sa-ems@usf.edu](mailto:sa-ems@usf.edu) immediately if you receive any other error messages!





# Reviewing Reservation Requests

# Reviewing Reservation Details

Click on the “My Events” Tab on the left to view all of your submitted requests for the semester.

The screenshot displays a web application for managing reservations. On the left sidebar, the 'MY EVENTS' tab is highlighted with a red circle. The main content area shows a table of reservations under the 'RESERVATIONS' tab. The table has columns for Name, First/Last Booking, Location, Customer, Services, ID, and Status. Two reservations are listed: 'End of Year Lunch' and 'General Body Meeting'. The status for 'End of Year Lunch' is 'Needs Event Review', which is circled in red. A red arrow points from this status to the text 'You can review your Event Statuses here.' in the list below.

Name	First/Last Booking	Location	Customer	Services	ID	Status
<a href="#">End of Year Lunch</a>	Mon Apr 24, 2023/ Mon Apr 24, 2023 (single booking)	<a href="#">MSC Outdoor Areas - MLK Stage Fountain</a>	Event and Meeting Services	✓	126064	Needs Event Review
<a href="#">General Body Meeting</a>	Sat May 13, 2023/ Sat Jun 10, 2023 (multi-booking)	<a href="#">Marshall Student Center - 2702 Legacy Room</a>	Event and Meeting Services		126063	Confirmed

- Make sure all the events you have reserved are appearing on this screen.
- You can also view your reservations by selecting “Bookings” and going to the event date.

- You can review your Event Statuses here.

# Reservation Details

If you click on the reservation name it will take you to this page.

Here you can review all of your event details including:

- Location
- Time
- Date
- Setup Type
- Reservation Status

My Events / Meeting beginning Apr 22, 2023 (125909)

RESERVATION DETAILS ADDITIONAL INFORMATION

Event Name Meeting

Event Type Meeting

Customer Event and Meeting Services

1st Contact Name NB

Phone NB

Reservation Tasks

- ✕ Cancel Reservation
- Send Invitation
- 📅 Add to My Calendar

Bookings

CURRENT PAST ☐ Include canceled bookings

Cancel Bookings Booking Tools [New Booking](#)

Edit	Remove	Date	Start Time	End Time	Time Zone	Location	Attendance	Setup Type	Status
		Set Apr 22, 2023	6:00 PM	7:00 PM	ET	Marshall Student Center - 2702 Legacy Room	30	U-Shape	Pending

Hide Services

Description of Event

Meeting

# Reservation Details

If you click on “view services” it will show you more information regarding your reservation.

Once your reservation has been processed by our team it may include additional details such as:

- Furnishings (tables, chairs, etc.)
- A/V Items
- Notes from your Event Planner
- Staffing (If it applies.)

Any items that have charges will be listed here.

## A/V Media

Qty.	Item	Price	Special Instructions
3	LED Uplights	\$ 10.00	
1	Microphone (Wireless)	\$ 0.00	
1	HDMI Cable (Laptop to Projector)	\$ 0.00	

## Furnishings

Qty.	Item	Price	Special Instructions
8	5' Round Tables	\$ 0.00	SEE DIAGRAM
64	Chairs (plaza room)	\$ 0.00	
8	Table Cloth- Round (85x85) Black	\$ 4.00	
2	6' Banquet Tables	\$ 0.00	
2	Table Skirts/Cloths (114x52) Rectangulars	\$ 6.00	white banquet cloth/black skirt
1	Podium	\$ 0.00	

## Points of Clarification

Qty.	Item	Price	Special Instructions
1	Serving Food in the MSC	\$ 0.00	

# Reservation Details

If you click on a reoccurring reservation name it will take you to this page.

My Events / Meeting beginning Apr 22, 2023 (125910)

RESERVATION DETAILS ADDITIONAL INFORMATION

Event Name Meeting

Event Type Meeting

Customer Event and Meeting Services

1st Contact Name NB

Phone NB

Reservation Tasks

- Cancel Reservation
- Send Invitation
- Add to My Calendar

Bookings

CURRENT PAST

Cancel Bookings Booking Tools New Booking

Edit	Remove	Date	Start Time	End Time	Time Zone	Location	Attendance	Setup Type	Status
		Sat Apr 22, 2023	5:00 PM	6:00 PM	ET	Marshall Student Center - 2702 Legacy Room	30	U-Shape	Pending
View Services									
		Sat May 6, 2023	5:00 PM	6:00 PM	ET	Marshall Student Center - 2702 Legacy Room	30	U-Shape	Pending
View Services									
		Sat May 13, 2023	5:00 PM	6:00 PM	ET	Marshall Student Center - 2702 Legacy Room	30	U-Shape	Pending
View Services									
		Sat May 20, 2023	5:00 PM	6:00 PM	ET	Marshall Student Center - 2702 Legacy Room	30	U-Shape	Pending
View Services									
		Sat Jun 3, 2023	5:00 PM	6:00 PM	ET	Marshall Student Center - 2702 Legacy Room	30	U-Shape	Pending

Be sure all the dates you are looking to reserve are listed under “Bookings” for this reservation.

Pay attention to the location for each date as this may change once your reservation has been processed.

# CANCELLATIONS

- Cancellations will be accepted by the EMS Team up to three (3) business days prior to the event.
- If you do not cancel prior to three (3) business days you may incur charges.
- Cancellations **MUST** be submitted in writing to your MSC Event Planner.



If your organization does not provide notice of cancellation within three (3) business days of your event; or if your organizations does not show up for your scheduled reservation, you may incur charges. If this is a continuous issue, **your organization may lose the ability to make reservations in the Marshall Student Center.**

# Event Statuses

**Pending:** This means your reservation is still being processed.

\*Please note, pending reservations may not be approved. Some details of your request may be adjusted to fit within MSC reservation guidelines. Once your request is processed you will receive a confirmation email with an updated event status. While your request is still Pending you should not market/advertise your event.

**Tentative:** This means your MSC Event Planner still needs some details from you to finalize your reservation. This could be your final guest count, Day of Show, Food Release Form, etc.

**Needs Event Review:** This means you must meet with your MSC Event Planner to discuss the details of your event. Your Event Review must take place at least 2 weeks before the event or you risk your event being cancelled.

**Confirmed:** This means all details have been confirmed. Any changes to your event after it has been confirmed must be submitted to your Event Planner in writing at least 72 hours before your event.



# Needs Event Review Status

## Important notes regarding Needs Event Review Status!

- You are responsible for reaching out to schedule your Event Review with your MSC Event Planner.
- Event Reviews must take place no later than 2 weeks prior to your event, so it is best to reach out to schedule this meeting 3-4 weeks prior to your event.
- If you are planning activities that will require additional coordination for logistics, amount of space needed, power needs, safety approvals, insurance approvals, use of the service elevator, etc. please email your event planner at least 4 weeks in advance to allow enough time for coordination and approvals.

# RESERVATION CONFIRMATION EMAILS



Each time you make a reservation at the MSC, you will receive an emailed reservation confirmation.



Some items may change while your reservation request is being processed, so it is crucial that you review and confirm that these details are correct.



If you have any questions about your confirmation or would like to make any changes to your confirmation, please contact your MSC Event Planner.

Event Meeting Services  
Marshall Student Center  
MSC 4100  
Tampa FL 33620  
(813) 974-5213 / (813) 974-4180

## Confirmation

**Customer**

Accountable Officer #1  
Sample Student Organization  
Physical Mailing Address  
(This is where your invoices will be mailed)  
City, ST, Zip Code  
USA

**Reservation:** 112205

Event Name: Sample Social Event  
Status: Tentative  
Phone: Cell Phone Number  
Event Type: Other  
Billing Reference: Direct Bill  
2nd Contact: Accountable Officer #2  
Phone: Cell Phone Number

**Bookings / Details**

**Saturday, May 18, 2019**

**12:00 PM - 4:00 PM Sample Social Event (Tentative) MSC 2708**

Reserved: 11:00 AM - 4:30 PM  
Banquet Setup for 104

**AV Media:**

Microphone (Wireless)  
Wireless hand held microphone

**Furnishings:**

Podium  
Placed at the front of the Room  
5' Round Tables  
SEE DIAGRAM  
Chairs (MSC)  
if Chairs at each Table  
6' Banquet Tables  
Tables for Food, Place in back of Room  
Table Cloth- Round (86x86) White  
White Round Cloths for Round Tables  
Unit Price (\$4.00) x 5 5% tax (\$0.34) = \$4.34  
6' Banquet Tables  
Check in Table, Place outside Room  
No tablecloth  
Chairs (MSC)  
2 Chairs for Check in Table

**Notes:**

Completed Food Release Form due no later than 3 days before Event.  
Client to provide their own laptop and clicker for presentation.  
Client to provide their own tablecloths for food tables.  
No glitter or confetti. All balloons must be weighted.

	Quantity	Price	Amount
Microphone (Wireless)	1		
Wireless hand held microphone	1		
5' Round Tables	12		
Chairs (MSC)	06		
6' Banquet Tables	4		
Table Cloth- Round (86x86) White	12	\$4.34	\$52.08
6' Banquet Tables	1		
Chairs (MSC)	2		
<b>Subtotal</b>			\$52.08
<b>Grand Total</b>			\$52.08

# Reservation Confirmation

This is what your reservation confirmation will look like!

## Event Meeting Services

### Bookings / Details

The Marshall Student Center reserves the right to cancel or change your reservation based on the decisions made by USF Leadership and the CDC guidelines for events.

Charges are estimates only, and subject to further additions or revisions once the event has concluded.

ALL CANCELLATIONS MUST BE MADE NO LESS THAN 72 HOURS PRIOR TO THE EVENT. Late cancellations may be subject to charges.

Non-USF entities must pay all charges in full a minimum of 72 hours prior to event.

Departments should provide a Chairfield a minimum of 72 hours prior to event. The MSC no longer invoices or direct bills USF entities for events.

Student Organizations must pay in full within 30 days after the event. Invoices are sent 1-3 weeks after the event. If you plan to use A&S Funds to pay for this reservation you must submit a request to Student Business Services at: sg-rmdpurchase@usf.edu no less than ten (10) business days before the day of the event. The MSC cannot make this request on your behalf. For more information, please contact Student Business Services in MSC4300, at 813-974-7100, or sg-rmdon@help@usf.edu.

Non-USF entities AND Student Organizations are subject to Florida sales tax unless they provide proof of Florida Sales Tax Exemption (DR-14). Student Organizations are also tax exempt if the event is paid using A&S funding through Student Business Services. A&S funding ONLY exempts tax on charges that are directly paid for by USF, not for organizations' out-of-pocket expenses.

For more information on how to read your reservation confirmation click this link (<https://www.usf.edu/student-affairs/msc/documents/msc-ems-how-to-read-your-reservation-confirmation-2020.pdf>)

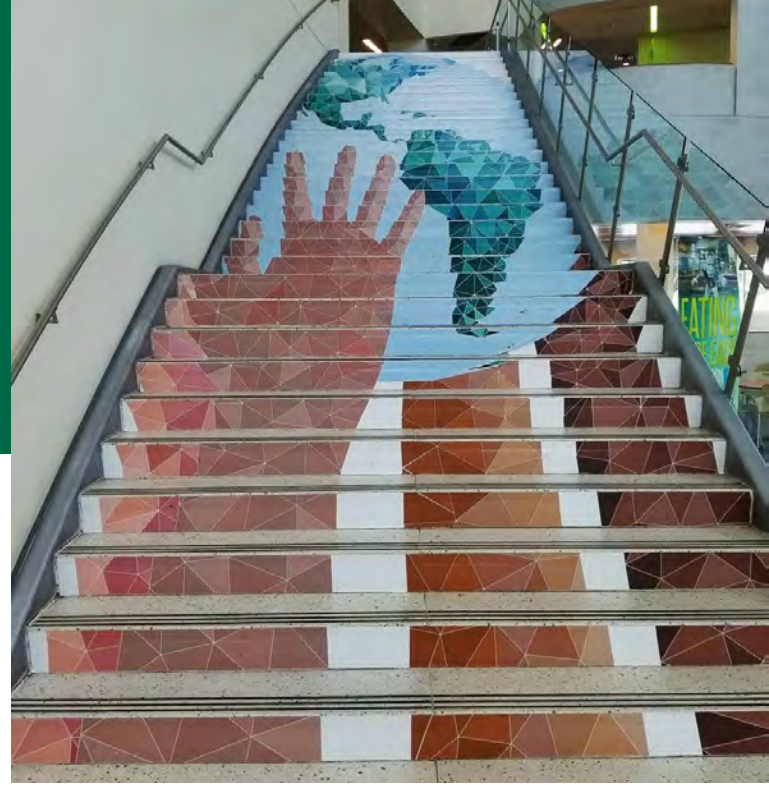
# MSC Reservation Timeline

## Important Dates to Remember:

Summer Reservations - open **10AM** on **March 1<sup>st</sup>**

Fall Reservations - open **10AM** on **June 1<sup>st</sup>**

Spring Reservations open **10AM** on **October 1<sup>st</sup>**



*\*Departments and Non-University reservations  
open on the 15<sup>th</sup>*

# THANK YOU FOR ATTENDING!!

If you have any questions, please email us at  
**[SA-EMS@usf.edu](mailto:SA-EMS@usf.edu)**

**Join our BullsConnect page to keep  
up with the latest updates!**  
**<https://bullsconnect.usf.edu/groups>**

## **Event & Meeting Services Website**

**[https://www.usf.edu/student-  
affairs/msc/plan-and-market-events/](https://www.usf.edu/student-affairs/msc/plan-and-market-events/)**