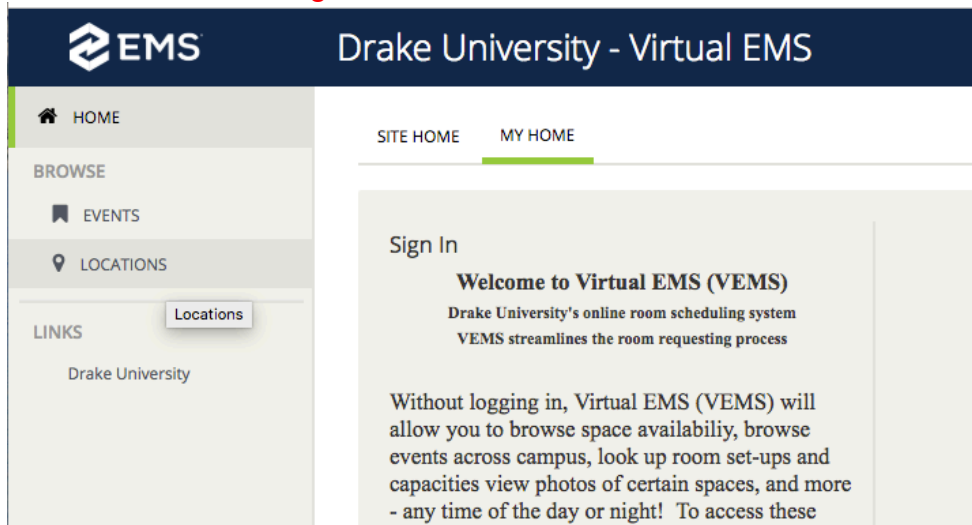


You can go out to VEMS (<https://ems.drake.edu/EmsWebApp/>) and browse space availability.

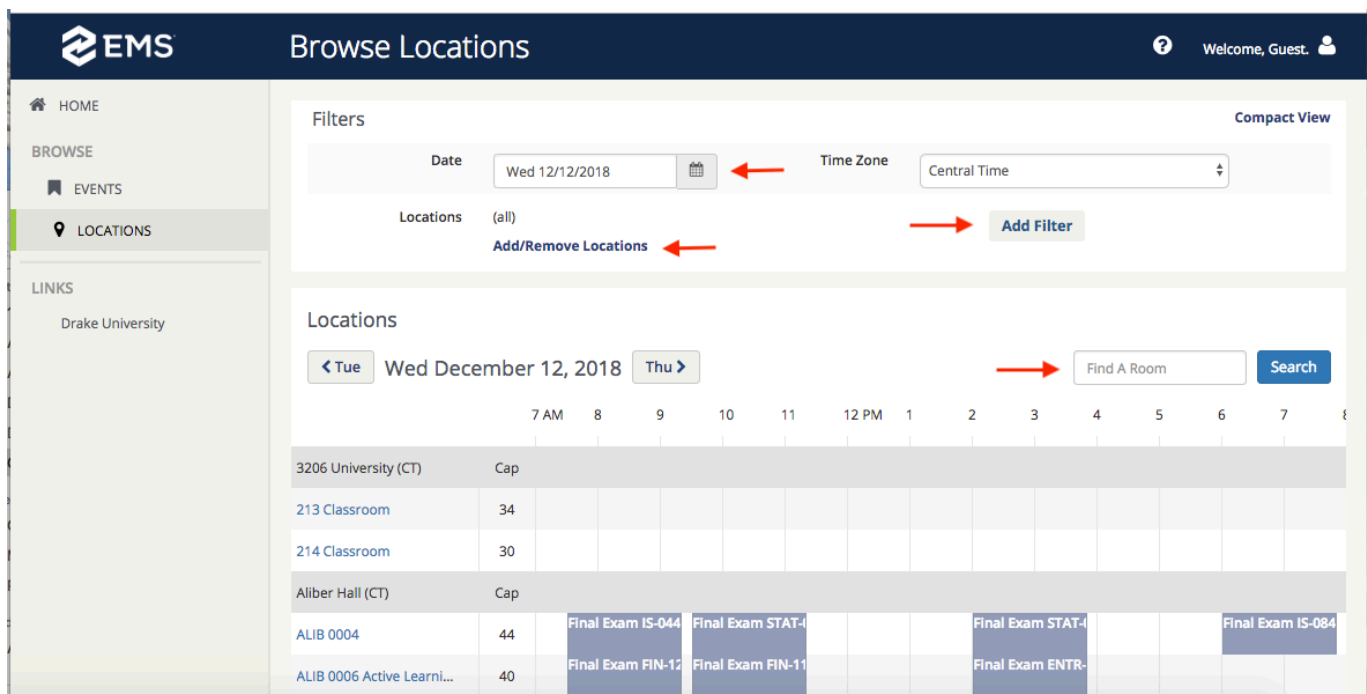
You do NOT need to be logged into the VEMS system to use this feature.

Go out to VEMS and go to BROWSE >> LOCATIONS.



This is the screen you will come to. You have the ability to refine your search by selecting the specific DATE you are interested in, you can look at a specific LOCATION by using “ADD/REMOVE LOCATIONS”, you can look for a specific ROOM by using the FIND ROOM box.

You can refine your search even further by adding filters under **ADD FILTER** (capacity, features, floors, room, room types, setup types).



This is what your search results would look like. In this example we did looked in Old Main for a space that would accommodate 75 people for a banquet style set-up (ie rounds of 8).

Browse Locations Welcome, Guest

Filters Compact View

Date: Wed 12/12/2018 Time Zone: Central Time

Locations: Old Main [Add/Remove Locations](#)

Capacity: 75

Setup Types: Banquet Style [Add Filter](#) [Add/Remove Setup Types](#)

Locations Wed December 12, 2018 [Find A Room](#) [Search](#)

7 AM 8 9 10 11 12 PM 1 2 3 4 5 6 7

Old Main (CT) Cap

OM Levitt Hall 96 Closed

The light grey shaded areas indicate the time when the building is CLOSED. You will not be able to request space when a building is closed.

If you would like to see what a particular room offers, then click on the name of the room and the following pop-up will appear. As you can see there are tabs... **ROOM DETAILS** will give you basic room information as, **SETUP TYPES** will tell you what setups are supported in a particular space and the max capacity for that set-up, **IMAGES** will show you photos or a room diagram of that room (not all rooms have photos or diagrams), **FEATURES** will give you a list of the equipment in that space, and **AVAILABILITY** will show you a calendar view for that space so you can see when it would be available.

VIEW ALL BUILDING & ROOM DETAILS by clicking this button you will get this same information, but on its own page and not a pop-up.

Browse Locations

Filters

Locations

about ALIB 0009

ROOM DETAILS SETUP TYPES FEATURES IMAGES AVAILABILITY

Room Code: 0009

Description: ALIB 0009

Room Type: Classroom

Requires Check-in: No

[View All Building & Room Details](#) [Close](#)