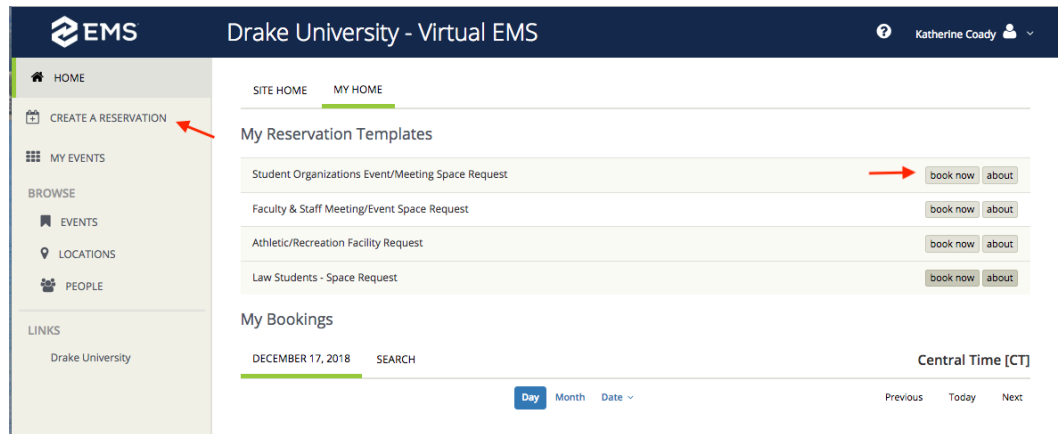


To request space on campus go out to VEMS (<https://ems.drake.edu/EmsWebApp/>) and Log In. If you don't already have an account you will need to request to be added as a user before you can request space. Requests for space must be submitted 5-business days in advance (Saturday, Sunday, and Holidays are NOT business days). Any requests after 3pm fall on the next business day.

Go out to VEMS and Log In. Your login will be your Drake ID# and Drake password.

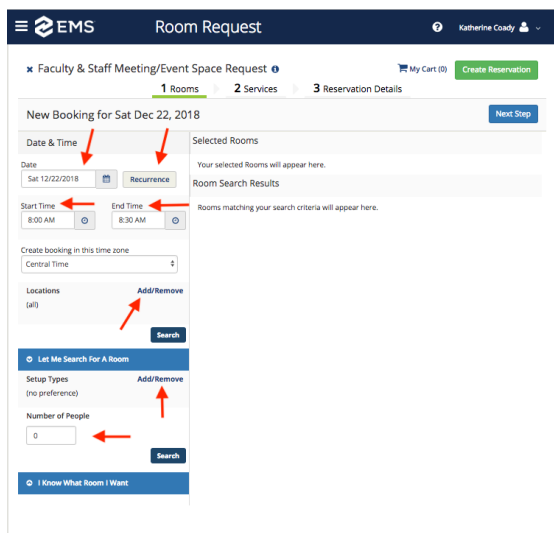
Once you are logged into the system, you can either click on "CREATE A RESERVATION" from the navigation bar on the left. Or you can click "BOOK NOW" button next to the corresponding reservation template assigned to you.



Once in you will see the screen below. You will need to enter the date and time of your event. There are 2 ways to search for space:

NOTE: All spaces on campus have specific set-ups that they can accommodate and those set-ups have maximum capacities. If a room does not show up, then you have either exceeded the capacity of the room with your specified set-up or that type of set-up is not supported by that room.

RECURRING EVENTS: If your event occurs over multiple dates you will use the "RECURRENCE" button. If you use this button you need to make sure to select the type of recurrence (weekly, monthly, random), how often the recurrence happens (i.e. 10 times) or when the recurrence ends (i.e. specific date) and you must hit the "APPLY RECURRENCE" button or it will not take. The system will allow you to do up to 15 bookings (i.e. dates) in 1 reservation.



THE FIRST WAY TO SEARCH FOR SPACE IS... to search all facilities for rooms that will fit the needs for your event.

As you enter data in the main area and under "Let Me Search For A Room" (locations, set-up types, number of people) the system will start to narrow down your options. If you the system doesn't automatically start narrowing down your options as you enter the date make sure to click on the "SEARCH" button. Also, if you change any of your search parameters make sure to click the "SEARCH" button. Your search results will automatically appear in the "SCHEDULE" view. You can also view your results in the "LIST" view.

SCHEDULE VIEW

LIST VIEW

When you decide which room(s) you want, click the “+” button to the left of the room name. If for any reason there is no “+” next to the rooms listed, it is possible that the building is closed and therefore those rooms would not be available to reserve.

THE SECOND WAY TO SEARCH FOR SPACE IS... If you know what room you want to book, you can search just for that room. You will need to enter your date and time and then under “I Know What Room I Want” you can start typing the room name and the system will start pulling in all rooms with the naming convention you start typing. If the room you want appears then click on that.

NOTE: each space on campus has a specific naming convention assigned to it, so if you do not know that naming convention you won’t find the space. Please use the alternate space search option above.

No matter which search option you select, when you choose the room(s) you want you will be asked to fill in and/or confirm you expected “No. of Attendees” and the “Setup Type” for your event. Once you do this click “ADD ROOM”.

You will know that your room selection has been accepted as it will appear in the top portion of the screen under the “SELECTED ROOMS” heading. You can request more than 1 space under 1 reservation. If you do select more than 1 space you can update each spaces expected attendance and set-up type right from this screen by clicking where it says “ATTENDANCE & SET-UP TYPE”. If you need to remove a room you can do so by click the red “-” symbol button to the left of the selected room.

Once you have selected the room(s) you need for your event, click the “NEXT STEP” button in the right hand corner.

This is where you will start to tell us about your event. Including if you need A/V for your event. Once you are done on this page click “NEXT STEP”.

Here you will fill in all the pertinent information to your event. A 1ST Contact is required, the 2ND Contact is optional. Under 1ST CONTACT or 2ND CONTACT many names are already listed in this drop down box and will prepopulate the required fields. If your name does not appear in the drop down box, then select “temporary contact” and fill in your contact information. Also, email roomreservations@drake.edu and request your information be added to the system.

This is the section where you will tell us about your event.

BRIEF DESCRIPTION OF EVENT

- Please be brief, but DETAILED.

SET-UP NEEDS:

For events with multiple rooms please specify the set-up for each room.

YES/NO QUESTIONS:

If you are unsure about something (ie not sure if you are having food) or still deciding on the details of your event (will we have alcohol or not) or all of your invitees have not RSVP'd (will Senator so and so be attending or not). Then answer YES to those questions. It is best for all parties to be able to plan for something in advance than to get these sorts of changes last minute.

Additional Information

Brief Description of Event *

Brief description of setup needs: Tables, chairs, stage, podium, etc. *

Please provide the point of contact for your organization's event: Name, Phone Number, Email Address *

Is this Event open to the Public? *

Is this a political event or will any political people be involved? *

Do you expect any dignitaries/VIPs to be present at this event? *

If you will have a VIP at your event please enter their name(s) and position here

If you are contracting with a 3rd party group, have you submitted the necessary documents to DU Contracts? *

Will you be selling items at your event? *

Will you be showing a movie at this event? *

Will food or beverage be served at your event? *

Do you anticipate having alcoholic beverages at your event? *

Do you have any ADA/Disability accommodation needs? *

I have read and agree to the terms and conditions

Create Reservation

After you have entered all of your information click “CREATE RESERVATION” in the bottom right hand corner of the page. You know your reservation has been accepted when you see this pop-up box.

NOTE: All request are to be given 3-business days for review. Do not advertise your event until you have a confirmation that your space request is approved.

