

How to Make a Room Reservation

Getting Online

All room reservations will be made online through the Virtual EMS website events.tamu.edu. To gain access to the website you will need to have a username and password. Once a room reservation is approved a confirmation e-mail will be sent.

Obtaining Access to Virtual EMS

Please e-mail us at mseaton@stuact.tamu.edu to obtain a username and password which can be used to access this web site and request a room reservation through Student Activities for meeting rooms. You may also obtain username and password through Hospitality and Event Services universitycenter@tamu.edu. In your request please provide the below information.

- Name of the Organization
- Name, Phone Number, and e-mail of President of the organization
- Name, Phone Number, and e-mail of the primary advisor of the organization

If the president is not the individual making the requests in Virtual EMS, please provide the name, phone number and e-mail of the designated member making reservations.

Please contact Mildred Seaton in Student Activities mseaton@stuact.tamu.edu or 862-1973 if you have any questions.

Eligibility for Room Usage

The organization must be a recognized student organization **and** meeting room space is available.

Process for Requesting Rooms

A Virtual EMS webcast is available at events.tamu.edu instructions as to how to use Virtual EMS and make reservations in the system. Please watch the webcast prior to making any reservations.

- (1) Go to the website <http://events.tamu.edu>. This will bring you to the Virtual EMS homepage. This page will display a calendar of all the room reservations/events for the entire campus.
- (2) To see only one building's calendar go to the "*filter*" link located on the right hand side of the screen. Click it. A drop-down menu will appear and you can select the building of your choice. Student Activities is located in *Koldus Student Services* **not** Koldus Plaza. Once you have selected Koldus Student Services the calendar will display all scheduled room reservations for Student Activities. Here you can check when and what rooms are available for your use.
- (3) To log in to make a room reservation move your mouse over the "*My Account*" link located in the maroon box on the upper left-hand side of the screen. A drop-down menu will appear with a "*login*" link, click this link. You will then be taken to the user login page. Type your username (your e-mail address) and password into the appropriate blanks and press login.
- (4) Once you have successfully logged in you now have the ability to make a room reservation.
- (5) Move your mouse over the "*Reservations*" link and a drop down menu will appear. Click on the "*Student Activities Org. Room Reservation*" link. This link will take you to the main room registration page.

- (6) To find a room that fits your needs for your event fill in the “*When and Where*” blanks on the left-hand side of the screen. Once you have filled out all appropriate blanks and press “*Find Space*”. This will show you all available rooms that fit your specifications.
- (7) To make room reservation click on the “*Details*” tab located in the middle of this screen. The tab will open up an application for a room reservation. Fill in all the appropriate blanks. ***Important:*** in the contacts blanks on the application the primary contact your name and information, the *secondary contact is your organization’s advisor’s information*. It is very important that you put your advisor’s information in this space.
- (8) Once all you have filled out your application press “*Submit Reservation*”.
- (9) Note, the system will not allow you to submit a reservation for a room if the room is already reserved. If this occurs, go back and click the “*Location*” tab check and make sure the room you want is available for the time you want (see step 6 above) and change the necessary information and re-submit your application.
- (10) Once your room reservation is submitted it will be processed and you and your secondary contact will receive a confirmation e-mail.
- (11) Print out your confirmation e-mail, sign and have your advisor sign the “*Terms and Agreement*” form and turn it into Mildred Seaton, Office Manager for the Department of Student Activities. She is located in 125 Koldus. Your room reservation will not be finalized until this form is signed and turned in.

Important Student Activities Room Reservation Information

Rooms Available in Student Activities

Koldus 144 (100 max.)

Koldus 146 (24 max.)

Koldus 155 (13 max.) - Reservations are available only after 5 p.m., Monday-Friday and weekend hours to student organizations.

**** Hours of operation:**

- Monday - Thursday 8:00 a.m. – 11:00 p.m.
- Friday 8:00 a.m. – 6:00 p.m.
- Saturday – Closed for Fall 2009
- Sunday 3:00 p.m. – 11:00 p.m.

Daytime Monday-Friday working hours are 8:00 a.m. – 5:00 p.m.; we have no set time blocks for scheduling meetings during this time frame.

Evening time blocks for meetings are (Sunday through Thursday):

5:30 p.m. – 6:45 p.m. 7:00 p.m. – 8:15 p.m. 8:30 p.m. – 9:45 p.m.

**** Subject to change dependent on University Holiday Schedule and/or major university events.**