HOW TO REQUEST A ROOM OR EVENT IN EMS

Updated: April 2019

Go to www.uvm.edu/ems

Log in to the EMS Portal using your UVM net id and password.

NOTE: If you have not already activated your account, please complete that process first. Refer to the guide regarding how to activate your account.

Click on "Create A Reservation"

This will open your Reservation Templates

Tip: If you are having trouble loading EMS, make sure the url is all in lowercase, or try using a different internet browser.

Campus Events
campusevents@uvm.edu
802.656.5667

THE UNIVERSITY OF VERMONT
EVENT SERVICES

Davis Center Events
dcevents@uvm.edu
802.656.1204

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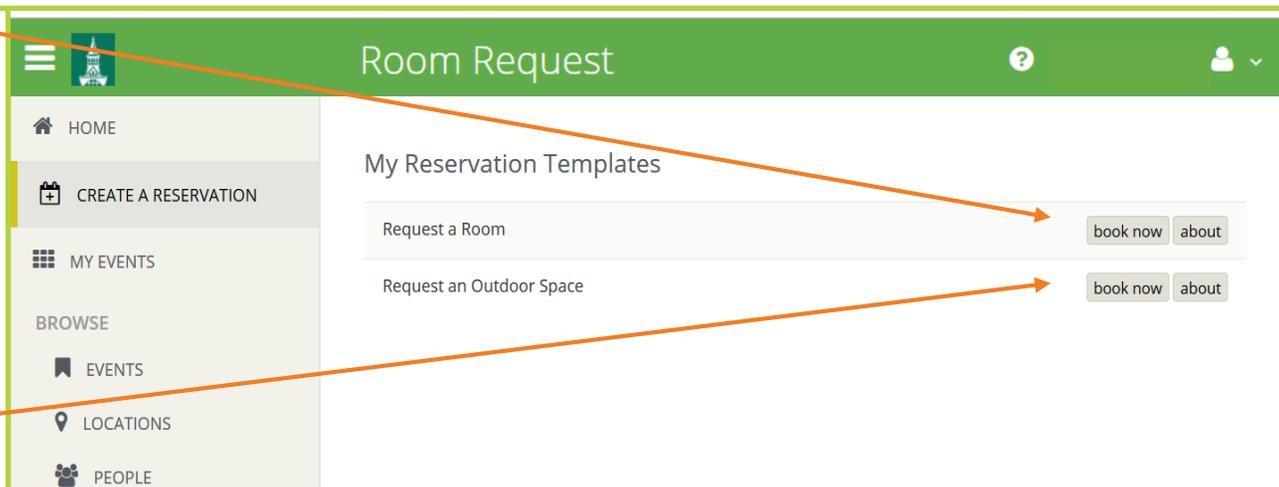
Updated: April 2019

Choose "Request A Room" to request an indoor space.

- All room requests should be made at least 7 business days in advance using the EMS Portal.

- All requests for space that are within 7 business days or less require a phone call to Campus Events or Davis Center Events.

Choose "Request An Outdoor Space" to request an outdoor space.

- Outdoor spaces include: Any athletic field, Davis Center Amphitheater, Davis Center Green Roof or Oval, Redstone Green, Christie Wright Patterson Green, Royal Tyler Theatre Plaza, Rugby field, University Heights Outdoor Basketball Courts, University Heights Amphitheater, University sidewalks for chalking…

- All outdoor space requests should be made a minimum of 21 business days in advance using the EMS Portal.

- All requests for outdoor spaces that are within 21 business days or less require a phone call to Campus Events or Davis Center Events.

Click on " Book Now", on the right side of the correct reservation template to continue.

Room Request

- HOME
- CREATE A RESERVATION
- MY EVENTS

BROWSE
- EVENTS
- LOCATIONS
- PEOPLE

My Reservation Templates

Request a Room   book now about

Request an Outdoor Space   book now about

Tip: Make your space request as early as possible because space at UVM is limited and your desired location may not be available.
Never advertise your event until your EMS request has been confirmed.

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Select the date and time you are requesting.

Click on "Search" to find available rooms.

OR, to customize your search results, under "Let Me Search For A Room", click on "Add/Remove" next to the selection you would like to filter by: Setup Type, Room Type, or Feature. You can also enter an estimated attendance to search for a room that matches.

OR to select a specific space click on "I Know What Room I Want"

Begin typing in the name of the building where your desired location is. A lists of options that match will pop up.

Click on the room you wish to request

Room Request

✕ Request a Room ⓘ   🛒 My Cart (0)   Create Reservation

1 Rooms ▶ 2 Services ▶ 3 Reservation Details

New Booking for Wed Aug 15, 2018   Next Step

Date & Time   **Selected Rooms**

Date   Your selected Rooms will appear here.
Wed 08/15/2018 📅 Recurrence   **Room Search Results**

Start Time   End Time   Rooms matching your search criteria will appear here.
9:00 AM   10:00 AM

Create booking in this time zone
Eastern Time ▼

Locations   Add/Remove
(all)

Search

● Let Me Search For A Room

Setup Types   Add/Remove
Default

Room Types   Add/Remove
(all)

Features   Add/Remove
(none)

Number of People
[0]

Search

● I Know What Room I Want

Tip: Make sure to enter the correct start and end time of your event.

DO NOT add in extra time for setup and breakdown here. You can add pre & post event time in the next set up.

Tip: To yield a greater return on your room options do not adjust the Setup Type, Room Type, and Feature.

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To select a room, click on the blue circle with the white plus sign next to your desired location.

Enter the estimated number of attendees.

Select your Setup Type.

The set up type will automatically default to the normal set up of the room.

NOTE: Certain set up types may incur labor charges.

Click on "Add Room".

If you have been successful in selecting a room, it should now appear at the top of the screen under "Selected Rooms".

Add additional rooms by searching again.

OR click on Next Step to finish making the room request.

Tip: The red lines on the grid below are the time frame you are requesting. The large gray boxes are start and end times of a scheduled event. The smaller gray boxes are the times the room is being held for setup and breakdown of a scheduled event.

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Under the category Event Details

Answer the required questions – highlighted with red.

Fill out if you need pre-event time or post-event time

This is the time YOU need to setup, practice, or breakdown after your event.

Note: UES staff will determine the set up time needed for furniture and technical equipment set up and adjust the booking as necessary.

Enter the amount of time pre or post event time desired for your needs and

Under the category Setup Details Click the required section to give us information on your event.

Once you are all set, click on next step.

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Answer the following questions.

Any answer other than "No" will open additional questions.

These questions help us better understand your event.

When finished, you must click on this to save your information.

Is this a political event? *

Yes ▼

Please provide additional information about this event.

Does this event include a high profile guest speaker? Band or DJ? *

Band ▼

Please provide the Band, DJ, or Musician name, info, and rider contract (if applicable)

Does your event require furniture setup or technical support? *

Yes ▼

Do you need the room setup in any special way? Please describe.

Will your event need any sound, video, or lighting equipment?

Would you like on-site technical assistance for your event? Please note this will incur an additional cost.

Will you need to arrive prior to the start of your event? *

Yes ▼

Pre-event time is when you have access to the space (after setup is complete). What time do you plan to arrive? *

Post-event time is when you have access to the space after the event, but before Service Providers arrive to clean, reset furniture, or lock up doors. How much time will you need post event?

Will your event require parking for non-UVM attendees? *

Yes ▼

Number of non UVM attendees who will need parking (Your request does not guarantee on-site parking. Transportation and Parking will use the information provided to determine what parking is best suited based on availability (may include parking off-site). *

Number of ADA accessible parking spaces *

Will you require shuttles to and from your event location? *

Yes ▼

Please indicate shuttle start and end time *

Setup Details

REQUIRED: Select this to save above details.

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If you would like to submit your event to the university calendar, select "Yes" and answer the questions that open.

Otherwise, select "No" or leave blank.

Be sure to agree to the terms an conditions after you answer the questions

If you would like, you can add an event category for the calendar posting

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Under "Catering Menu", if you would like to add catering:

Select the account to be charged

Enter your order for UVM Dining.

You can order for food, bar services, or linens.

Catering orders must be placed using the EMS Portal *more than* 7 business day in advance of your event.

Any requests that are *within 7 business days* must be made by phone to UVM Dining directly.

Catering hours of operation are Monday through Saturday 7am-7pm. Events booked outside of these hours will be subject to attendant fees. This applies to all venues on-campus.

If are not ordering from UVM Dining you can skip the Catering Menu section.

Tip: The start time and estimated counts automatically default to what you entered for your room time and attendance. You can change this if these amounts are not correct.

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If you are having your event catered by one of the University's External Approved Caterers, select the appropriate caterer.

NOTE: Some campus locations are UVM Dining exclusive catering locations and external caterers are not permitted.

If your event is having food, but it is not being provided by UVM Dining or one of the External Approved Caterers, indicate that in the next section.

Some food requests may require a Catering Waiver.

To request a waiver fill the required information,

click on the check box to agree to the terms and conditions

Fill out the required field telling us where you will set up the catering

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Use "General Notes" to request any other services, inventory or to enter any additional information about your event you'd like us to know.

Enter your chartstring

- Enter the chartstring you would like all charges associated with this event to be charged to.

- The chartstring you use must belong to your department.

- Charges cannot be split between multiple chartstrings.

- Every EMS request must have a chartstring, even if no charges are expected.

Then click "Next Step" at the top of the page

General Notes

Billing Information

Chartstring *

41/11570/150/14

TIP: The correct format of chartstrings in EMS is: 12/12345/123/123456/123////1234/1234

(EMS always drops the last set of zeros, and uses forward slashes between segments)

Secure | https://emsweb.uvm.edu/EMSWebApp/RoomRequest.aspx?data=ity3Dem%2byxxGFZTQvNr97...

Room Request

✖ Request a Room ❶   🛒 My Cart (1)   Create Reservation

1 Rooms   2 Services   3 Reservation Details

Services For Your Reservation   Next Step

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Complete the Reservation Details:

Event Name: Enter the Name of the event –be as specific as possible. For example, if you are scheduling a review session for a class, please give us the name of the course or course number.

Event Type: Choose the Event type.

If your event type is not listed, choose the one that fits best.

Organization: This should auto fill. If you work for more than one organization, click the drop down to select.

1st Contact: this should be the person who is in charge of planning and making decisions for the event. This may be different, or the same as the person who is entering the request into the EMS portal.

You can select a name from the drop down menu or choose (temporary contact) to list someone who is not on the list.

If you choose temporary contact, you will need to enter the 1st contact name, phone number and email address.

Business Manager\Faculty Advisor:

If you are ordering catering, enter your Business Manager here.

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ADDITONAL INFORMATION:
These questions are mandatory.
They let us know if we should be reaching out to get more information about your event or require insurance for your event to be held on campus. If you didn't enter a chartstring in the previous screen, do so here.

Click on Create a Reservation to submit your request.

WHAT HAPPENS NEXT:
Immediately following submitting your request you should get an automated email called "EMS Portal Room Request Summary". This is only a summary of the request you submitted, *IT IS NOT A CONFIRMATION.* If you do not get this email, something has gone wrong with your request and you should either try again or call UES for assistance.

If your request is approved, you will be sent a confirmation email. The subject line will have your reservation number and name of your event.

Confirming your room request usually take up to 5-7 business days. During extremely busy times of the year it may take 7-14 business days.

If you need to check on the status of a request please call us.

Secure | https://emsweb.uvm.edu/EMSWebApp/RoomRequest.aspx?data=ity3Dem%2byxxGFZTQvNr97...

Room Request

Attachments

Select your files   Drag and drop your files here

Additional Information

Does this event include activities that are physical in nature and/or may have higher than typical risk for injury? (Ie Run/Walk, Climbing, Jumping, Bounce House, Rail Jam, Zip Line, Go-Carts, Roller Skating, etc.) *

Choose one ▾

Does this event involve minors (individuals under 18 that are not enrolled UVM students)? *

Choose one ▾

Billing Information

Chartstring *

41/11570/150/140014/462////0000/1010

Create Reservation

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