Request Event Services Only

When you request services only for a location that is not managed in EMS, then the Services Only Request page opens with a When and Where pane (the left pane of the window) and three tabs—Info tab, Service Availability tab, and Details tab.

To request services only

1. Under Reservations, click Request Event Services Only.

2. In the When and Where (left) pane of the page, enter your date and time criteria.

   Required fields are marked with a red asterisk (*).

3. In the Setup Type Information section, enter your attendance.

4. On the Buildings dropdown list, select either On Campus if your event is on campus or TBD if your event is off-campus. In the Location field, enter the location for which you are requesting services.
5. Click Get Services. This will open the Details tab.

6. Enter the information for the event. When you are entering the event details, note the following:

- Required fields are marked with a red asterisk (*). At minimum, you must enter the event name, the event type, and the group details.
- Some fields in the Group section will automatically populate with your group/department information. You can modify this information. If a Search icon is present, then you can search for a group/contact record for the event.
- You have the option of booking building, CSE and media services for the event in the Service section.
- You are required to answer the questions in the Other Information section.
- You are required to provide your 5 digit service code for any needed work orders. No charges will be submitted without your consent.
- You are required to agree to the University’s terms and conditions for space usage. You can click View to read these before you accept them.
7. Click Submit Reservation.