Submitting a Request for a Space – Submitting an Off-Campus Event

The submitting an off-campus event page allows you to schedule events that are not held on Butler's campus.

1. Under Reservations, click Submit an Off-Campus Event option.
   The page opens.
   
   *Required fields are marked with a red asterisk (*).*

2. In the When and Where (left) pane of the page, enter your date and time criteria.
3. In the Setup Information section, enter your attendance if known.
4. The Location Details section allows you to enter in the location information for your event.
   Leave the Building field filled in as Off Campus. In the Location field, type in the location of your event. If you are unsure of where your event is going to be held, type TBD.
5. Click the Get Services Button. 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 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.

Submit Reservation