

Making a Reservation in EMS

A Student Organization Guide to Making Reservations in the MSC



Presented by:
The MSC Event & Meeting Services Team



UNIVERSITY of
SOUTH FLORIDA

MEET OUR TEAM!

MSC Event & Meeting Services Planning Team

Contact us at:

MSC Event & Meeting
Services Team

SA-EMS@usf.edu



Elizabeth Sorenson



Monique Brown



Darci Hyppolite



Nysa Bryan



Catherine King



Tips to Keep in Mind Before Making a Reservation



Review the MSC Policies & Guidelines

- ❖ Meetings must be reserved at least ten (10) days ahead of time.
- ❖ Student Organizations are allowed one (1) meeting after 5pm every seven (7) days.
- ❖ All other events are considered socials and must be reserved at least three (3) weeks ahead of time.
- ❖ Student Organizations are allowed one (1) social event after 5pm every fourteen (14) days.
- ❖ Meeting rooms have stock setups. These setups cannot be adjusted or changed!
- ❖ Painting can only take place in 2708 or the MSC outdoor locations.
- ❖ Review all guidelines and policies on our website at <https://www.usf.edu/student-affairs/msc/documents/ems-combined-policy.pdf>



#2

Review the Meeting Time Blocks Chart on our [website](#).



MSC Meeting Time Blocks for MEETING Reservations AFTER 5:00pm

Click on the Room Number to see a diagram of the After 5:00pm Room Set Up

Room	Room Name	Meeting Block Rotation			Stock Set-up	Max # of Attendees	Max # of Tables in Room	
2702	LEGACY	5:00 - 6:45 PM	7:00 - 8:45 PM	9:00 - 10:45 PM	U-SHAPE	30	0	
2703	HONORS	5:00 - 6:45 PM	7:00 - 8:45 PM	9:00 - 10:45 PM	CLASSROOM	30	0	
2705	INTERNATIONAL	5:00 - 6:45 PM	7:00 - 8:45 PM	9:00 - 10:45 PM	CONFERENCE	15	0	
2706	YBOR	5:00 - 6:45 PM	7:00 - 8:45 PM	9:00 - 10:45 PM	CONFERENCE	29	0	
2707	SPIRIT	5:00 - 6:45 PM	7:00 - 8:45 PM	9:00 - 10:45 PM	THEATER	60	2	
3701	PALM	5:30 - 7:15 PM	7:30 - 9:15 PM	9:30 - 11:15 PM	CONFERENCE	15	0	
3704	TARPON	5:30 - 7:15 PM	7:30 - 9:15 PM	9:30 - 11:15 PM	THEATER	44	1	
3705	MANATEE	5:30 - 7:15 PM	7:30 - 9:15 PM	9:30 - 11:15 PM	THEATER	90	2	
3708	SANDHILL CRANE	5:30 - 7:15 PM	7:30 - 9:15 PM	9:30 - 11:15 PM	THEATER	48	0	
3709	HERON	5:30 - 7:15 PM	7:30 - 9:15 PM	9:30 - 11:15 PM	THEATER	87	2	
3711	EGRET	5:30 - 7:15 PM	7:30 - 9:15 PM	9:30 - 11:15 PM	THEATER	66	2	
3712	COLUMBIA	5:30 - 7:15 PM	7:30 - 9:15 PM	9:30 - 11:15 PM	HOLLOW SQUARE	20	0	
3713	CHALLENGER	5:30 - 7:15 PM	7:30 - 9:15 PM	9:30 - 11:15 PM	THEATER	35	1	
On certain days, some Social Rooms are used as Meeting Rooms:								
2709	HILLSBOROUGH	5:00 - 6:45 PM	7:00 - 8:45 PM	9:00 - 10:45 PM	THEATER	153 SUN-WED	2	
2708	PLAZA	5:00 - 6:45 PM	7:00 - 8:45 PM	9:00 - 10:45 PM	THEATER	200 SUN & MON	2	
SOCIAL ROOMS								
Social Rooms on SOME Days:					Social Rooms on ALL Days			
2708 is a Social Room on Tues, Wed, Thurs, Fri and Sat. 2709 is a Social Room on Thurs, Fri and Sat.					3707 Outdoor Spaces			Oval Theater Ballroom

Student Organizations are able to reserve the Oval Theater 1 time per semester.

Student Organizations are able to reserve the Ballroom 1 time per semester.

Painting can only take place outdoors or in 2708.



#3

Understand Meetings VS Socials

All events that take place in the MSC are categorized in one of two ways – a meeting or a social. You can find more information on these categories below.

MEETINGS AFTER 5:00PM

- **Must be reserved at least 10 days in advance.**
- Student Organizations can reserve 1 meeting after 5:00pm per 7 days.
- Maximum time allowed is 1 hour and 45 minutes.
- Must use the stock set up of the room. See chart for the setup of each room.
- Meeting room set ups can not be changed and we can not add any additional furniture to the room.

SOCIALS AFTER 5:00PM

- **Must be booked at least 3 weeks in advance.**
- Social can **ONLY** be booked in certain rooms on certain days:
 - 2708, 2709, 3707, Ballroom, Oval Theater or outdoor space.
 - View the bottom of the Meeting Time Block Chart for socials!
- Must complete an Event Review at least 14 days prior to your event.
- Student Organizations can reserve 1 social after 5:00pm per 14 days.
- No limitations on the length of your event!
- You can have a custom set up – this means you are not restricted to the stock room set up!
- Requires at least 90 minutes of flip time between social events. Ballroom requires 2 hours of flip time between events!



SAMPLE CALENDAR

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2 General Body MEETING 7:00pm - 8:45pm	3	4 SOCIAL EVENT Guest Speaker 7:30pm - 11:00pm	5	6
7	8	9 Executive Board MEETING 7:00pm - 8:45pm	10	11	12	13
14	15	16 General Body MEETING 7:00pm - 8:45pm	17 Awards Ceremony Planning Meeting 1:00pm - 2:00pm	18	19 SOCIAL EVENT Ice Cream Social 6:00pm - 10:00pm	20
21	22	23 Executive Board MEETING 7:00pm - 8:45pm	24	25	26	27
28 SOCIAL EVENT Awards Ceremony 10:00am - 2:00pm	29	30 General Body MEETING 7:00pm - 8:45pm				

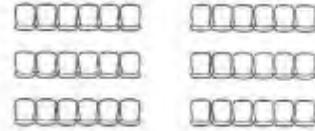
Plan out your semester events. It helps to layout your meetings and events on a calendar.

Be sure to include holidays & other organization's events that you want to attend!

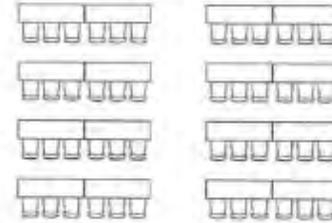


KNOW YOUR ROOM SET UP OPTIONS

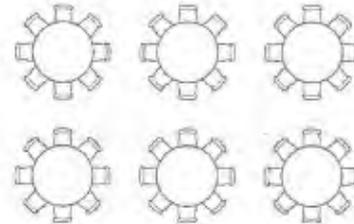
Theater



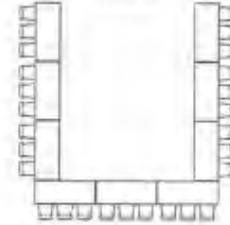
Classroom



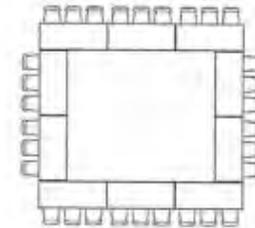
Banquet



U-Shape



Hollow Square





Making a Reservation in Virtual EMS

Making a Reservation In Virtual EMS

UNIVERSITY OF SOUTH FLORIDA | USF MSC Event & Meeting Services

HOME

BROWSE

EVENTS

SITE HOME MY HOME

Sign In

IMPORTANT: You must provide your **Organization(s) or Department Name(s)** for which you are authorized to make requests for in the **Notes** section of this form.

Once you click "Save", you should see a confirmation message above stating "Your data was saved successfully, but your account is currently pending," which means your submission was received. Please allow 72 hours to process the request. You will receive an email notification once your ID is ready.

User Id *

Password *

[Sign In](#)

[I've forgotten my password.](#)

Log in to the MSC
Event & Meeting
Services web
reservation portal
Virtual EMS.

Making a Reservation In Virtual EMS

Once you log into the system, it will take you to the home page.

Here you can create a reservation, view your events, and more!

The screenshot displays the user interface of the Virtual EMS system. On the left is a vertical navigation menu with the following items: HOME (with a house icon), CREATE A RESERVATION (with a calendar icon), MY EVENTS (with a bell icon), BROWSE, EVENTS (with a flag icon), and LOCATIONS (with a location pin icon). The main content area has a breadcrumb trail showing 'SITE HOME' and 'MY HOME'. Below this, there are sections for 'My Reservation Templates' (with a 'Room Request' card containing 'book now' and 'about' buttons) and 'My Bookings'. The 'My Bookings' section shows the date 'APRIL 7, 2023' and a 'SEARCH' button. At the bottom right, it indicates 'Eastern Time [ET]' and navigation links for 'Previous', 'Today', and 'Next'. A calendar view shows the date '7' selected. A message box at the bottom states: 'There are no bookings for April 7, 2023' with a blue button that says 'Take me to the next day containing bookings.'

Making a Reservation In Virtual EMS

By clicking the “about” button on the home page you can learn about some of our important policies, guidelines, and booking procedures.

Be sure to review these prior to making reservations!

The screenshot displays a web application interface for 'Event & Meeting Services'. A modal window titled 'About The "Room Request" Template' is open, showing 'INFORMATION' and 'BOOKING RULES' tabs. The 'INFORMATION' tab is active, displaying 'EMS Procedures', 'Room Reservation Deadlines for Student Organizations', and 'Room Reservation Booking Guidelines'. The 'BOOKING RULES' tab is also visible. The background shows a navigation menu with 'SITE HOME' and 'MY HOME', a 'My Reservation Templates' section with a 'Room Request' link, and a 'My Bookings' section with a date filter for 'APRIL 7, 2023' and a 'SEARCH' button. A red circle highlights the 'about' button in the background. The bottom right corner shows 'Eastern Time [ET]' and navigation links for 'Previous', 'Today', and 'Next'. A 'Book Now With This Template' button and a 'Close' button are at the bottom of the modal. A message at the bottom of the page reads 'There are no bookings for April 7, 2023.' and a link says 'Take me to the next day containing bookings.'

Event & Meeting Services

SITE HOME MY HOME

My Reservation Templates

Room Request

My Bookings

APRIL 7, 2023 SEARCH

Book Now about

Eastern Time [ET]

Previous Today Next

Take me to the next day containing bookings.

About The "Room Request" Template

INFORMATION BOOKING RULES

EMS Procedures:

Room Reservation Deadlines for Student Organizations:

- To reserve a meeting room you must submit your request ten (10) business days ahead of time.
- To reserve a room for an event/social you must submit your request at least three (3) weeks ahead of time.

Room Reservation Booking Guidelines

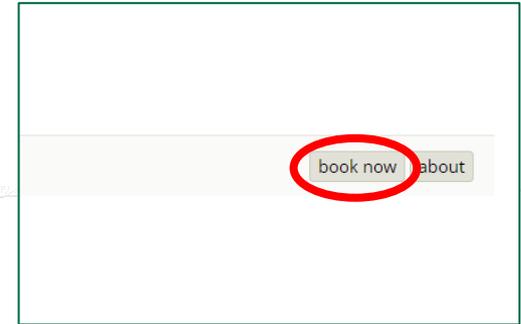
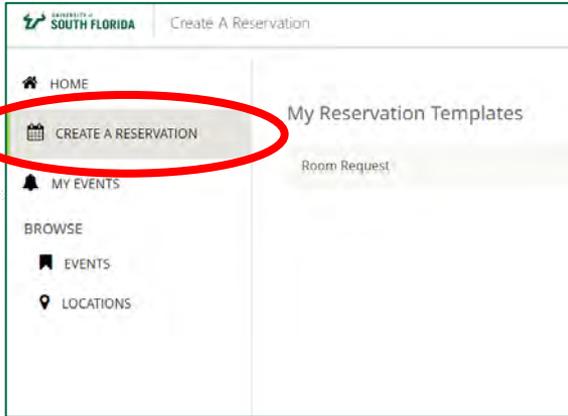
- Student Organizations are allowed to reserve one meeting after 5pm per 7 days.
- Student Organizations are allowed to reserve one social after 5pm every 14 days.
- Please provide a description of your event as it will help with understanding its purpose and reservation needs.

Book Now With This Template Close

Making a Reservation In Virtual EMS

To make reservations you can either select the “Create a Reservation” button located on the left.

Or you can select the “book now” button on the right.



Please note, if you select “Create a Reservation” on the left, you will still need to select “book now” on the next page to get to the reservation request.

Making a Reservation in Virtual EMS

- Use the menu on the left of the page to search for available spaces based on your event dates, times, and expected attendance.
- **Your attendance estimate NEEDS to be as accurate as possible.** If you report a small attendance for a larger event, your event may be moved to a room that is too small for your needs.
- The MSC reserves the right to move events to suitable rooms based on the event description and our discretion.

Date & Time

Date *
Mon 03/20/2023  Recurrence

Start Time * 5:00 PM  End Time * 6:00 PM 

Create booking in this time zone
Eastern Time 

Locations Add/Remove
(all)



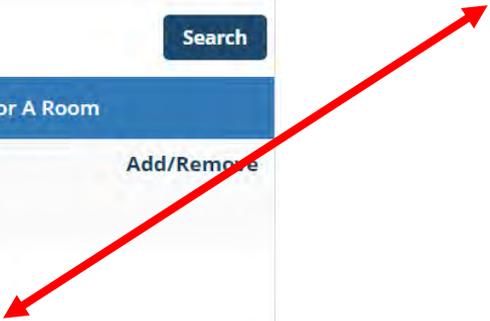
Let Me Search For A Room

Setup Types Add/Remove
(no preference)

Number of People
10



I Know What Room I Want



Important Note!

Date & Time

Date *
Mon 03/20/2023  Recurrence

Start Time * 5:00 PM  End Time * 6:00 PM 

Create booking in this time zone
Eastern Time 

Locations Add/Remove
(all)



Let Me Search For A Room

Setup Types Add/Remove
(no preference)

Number of People
10



I Know What Room I Want

- **Start Time:** This is time you would like to have access to the space. Be sure to include enough time for your organization to setup before your event starts! **Please note, your room will be unlocked at this time. We do not unlock rooms earlier than your reservation start time.**
- **End Time:** This is the time your organization would need to be cleaned up and exited from the space. Be sure to reserve enough time after your event to cleanup!
- **NOTE:** The times you request may not be approved and/or may be changed. Be sure to read your reservation confirmation email from our team carefully.

Making a Reoccurring Reservation

New Booking for Thu Apr 13, 2023

Date & Time

Date *
Thu 04/13/2023

Start Time *
7:00 AM

End Time *
8:00 AM

Create booking in this time zone
Eastern Time

Locations
(all)

Let Me Search For A Room

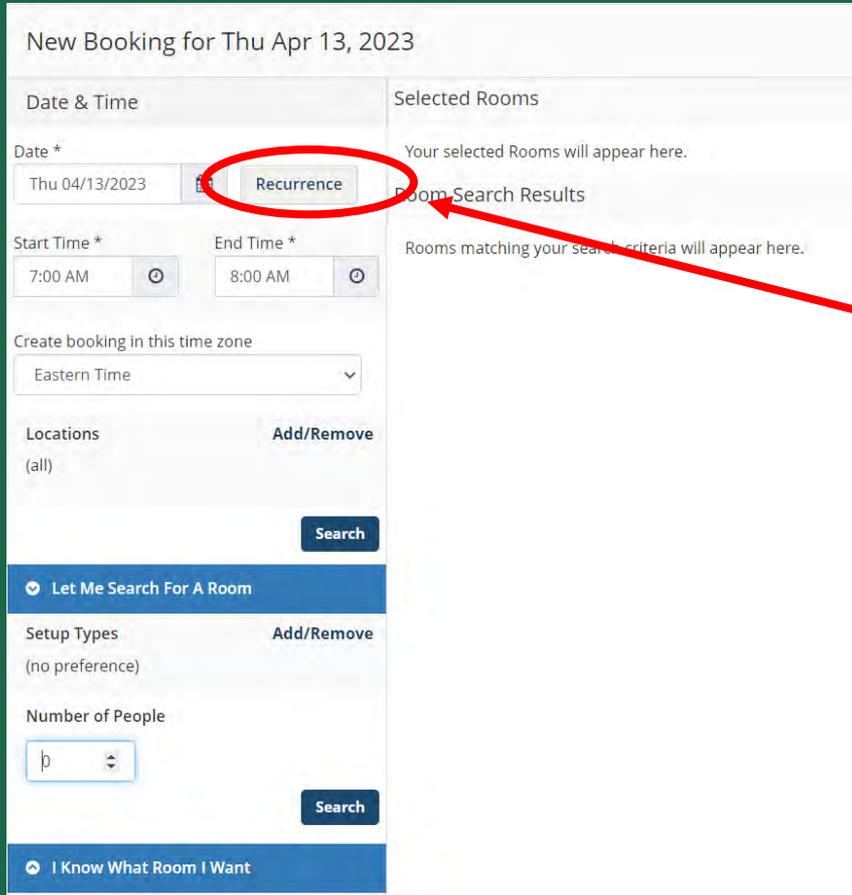
Setup Types
(no preference)

Number of People
1

I Know What Room I Want

Selected Rooms
Your selected Rooms will appear here.

Room Search Results
Rooms matching your search criteria will appear here.



To set up a reoccurring reservation, such as weekly meetings, you will need to click the “Recurrence” button.

Making a Reoccurring Reservation

Once you select the “Recurrence” button it will take you to this screen.

The screenshot shows a 'Recurrence' dialog box with the following fields and values:

- Repeats: Weekly
- Every: 1 week(s)
- On: Sun, **Mon**, Tue, Wed, Thu, Fri, Sat
- Start Date: Mon 03/20/2023
- End Date: **Mon 04/24/2023** (6 occurrences)
- Number Of Occurrences: 1 occurrence(s)
- Start Time: 5:00 PM
- End Time: 6:00 PM
- Create booking in this time zone: Eastern Time

The 'Apply Recurrence' button is highlighted in blue at the bottom right of the dialog.

- **PLEASE NOTE:** You need to fill out this entire field to book reoccurring reservations.
- Here you will need to adjust the “Repeats” by selecting the frequency of when you would like your meetings to occur.
- Be sure to set the “end by” date in order to reserve multiple dates.
- **You MUST click “Apply Recurrence” or else it will not save!**

Making a Reoccurring Reservation in Virtual EMS

Room Search Results

LIST

Favorite Rooms only.

Find A Room

Room	Available	Location	Floor	TZ	Cap	Price	Filter Match
Rooms You Can Request							
+ 3701 Palm Conference Room	6/6	Marshall Student Center	(none)	ET	15		
+ 3712 Columbia Room	6/6	Marshall Student Center	(none)	ET	20		
+ 3713 Challenger Room	6/6	Marshall Student Center	(none)	ET	35		
+ 2702 Legacy Room	4/6	Marshall Student Center	(none)	ET	36		
+ 2703 Honors Room	4/6	Marshall Student Center	(none)	ET	34		
+ 2707 Spirit Room	4/6	Marshall Student Center	(none)	ET	61		
+ 2709 Hillsborough Room	4/6	Marshall Student Center	(none)	ET	153		
+ 3704 Tarpon Room	4/6	Marshall Student Center	(none)	ET	46		
+ 3705 Manatee Room	4/6	Marshall Student Center	(none)	ET	99		
+ 3708 Sandhill Crane Room	4/6	Marshall Student Center	(none)	ET	49		
+ 3709 Heron Room	4/6	Marshall Student Center	(none)	ET	87		

- Once you click the “Search” button you will be taken to this page.
- **PLEASE NOTE:** The room you are looking for may not be available on all the dates requested.
- This list will tell you how many of the dates the room was able to accommodate.

Making a Reoccurring Reservation

Once you select a room by clicking the green + on the left side it will take you to this page!

Selected Rooms Attendance & Setup Type

2702 Legacy Room (4 of 6 occurrences with 2 conflicts)

Room Search Results

LIST

Favorite Rooms only.

Room	Available	Location	Floor	TZ	Cap	Price	Filter Match
6 occurrence(s): 4 In 2702 Legacy Room 2 Remaining Skip 2							
Rooms You Can Request							
3701 Palm Conference Room	2/2	Marshall Student Center	(none)	ET	15		
3712 Columbia Room	2/2	Marshall Student Center	(none)	ET	20		
3713 Challenger Room	2/2	Marshall Student Center	(none)	ET	35		

- This page will show the room you selected at the top and if any of the dates had conflicts.
- NOTE: If the room shows a conflict, the room will not be reserved on those dates.
- You will need to select another room, if available, for the other dates.
- If there are no other rooms available, then the MSC does not have availability on that date and time.

Making a Reservation in Virtual EMS

If you did not select recurring reservations you will be taken to this page.

- Rooms that are marked in blue have already been reserved for other events. This means the rooms are not available.
- Thin lines extending before and after existing reservations indicate that the room is reserved for set-up/cleanup time for that event.

The screenshot displays a calendar interface titled "Rooms You Can Request" for the Marshall Student Center. The calendar shows days 6 through 10. The top row indicates times: 6, 7, 8 AM, 9, 10, 11, 12 PM, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10. The table lists various rooms and their capacities, with blue bars indicating reservations. A red arrow points to a blue bar for room 2100A Royal Palm B, and another red arrow points to a vertical red bar indicating the selected time frame.

Room	Cap	6	7	8 AM	9	10	11	12 PM	1	2	3	4	5	6	7	8	9	10
2100A Royal Palm B	264																	
2100AB Royal Palm I	660																	
2100ABC Royal Palm	1000																	
2100B Royal Palm B	320																	
2100BC Royal Palm I	660																	
2100C Royal Palm B	264																	
2500 The Oval Theat	706																	
2702 Legacy Room	36																	
2703 Honors Room	34																	
2705 International R	15																	
2706 Ybor Room	29																	
2707 Spirit Room	61																	
2708 Plaza Room	258																	
2709 Hillsborough R	153																	
3701 Palm Conferen	15																	
3704 Tarpon Room	46																	
3705 Manatee Room	99																	
3707 Oak Room	167																	
3708 Sandhill Crane	49																	
3709 Heron Room	87																	
3711 Egret Room	66																	

This red bar indicates the time frame you selected in the Room Request Form.

Things to Keep in Mind When Making Reservations

- **PLEASE NOTE:** The MSC Events Team needs time in between events to break down the first events setup and set the room for the next event.
- We require 15 minutes of flip time between our stock set-up meetings and a minimum of 90 minutes between all other events.
- **NOTE:** The MSC Ballroom requires 2 hours of setup time in between events!
- If you do not leave flip time between reservations, the MSC reserves the right to adjust your reservation times accordingly.

Things to Keep in Mind When Making Reservations

Rooms You Can Request

Room	Cap	7	8 AM	9	10	11	12 PM	1	2	3	4	5	6	7	8	9	10	11
Marshall Student Center (Cap																	
2100A Royal Palm Bz	264																	Closed
2100AB Royal Palm I	660																	Closed
2100ABC Royal Palm	1000																	Closed
2100B Royal Palm Bz	320																	Closed
2100BC Royal Palm I	660																	Closed
2100C Royal Palm Bz	264																	Closed
2500 The Oval Theat	706																	Closed
2702 Legacy Room	36																	Closed
2703 Honors Room	34																	Closed
2705 International R	15																	Closed
2706 Ybor Room	29																	Closed
2707 Spirit Room	61																	Closed
2708 Plaza Room	258																	Closed
2709 Hillsborough R	153																	Closed
3701 Palm Conferen	15																	Closed
3704 Tarpon Room	46																	Closed
3705 Manatee Room	99																	Closed
3707 Oak Room	167																	Closed

- Reminder, the red lines are the times you are reserving.
- This request for 2708 would NOT be approved.
- For this reservation to be approved you would need to leave 90 minutes after the first reservation ends.
- This means your reservation would need to start at 2:30pm or later.

New Booking for Sat Apr 22, 2023

Date & Time

Date *
Sat 04/22/2023  [Recurrence](#)

Start Time * 3:00 PM  End Time * 5:00 PM 

Create booking in this time zone
Eastern Time 

Locations (all) [Add/Remove](#)

[Search](#)

- [Let Me Search For A Room](#)
- [I Know What Room I Want](#)

Room Name 

Selected Rooms

Your selected Rooms will appear here.

Room Search Results

[LIST](#) [SCHEDULE](#)

Favorite Rooms only.

	8 AM	9	10	11	12 PM	1	2	3	4	5	6	7	8
--	------	---	----	----	-------	---	---	---	---	---	---	---	---

Rooms You Can Request

Marshall Student Center (Cap	3 AM	9	10	11	12 PM	1	2	3	4	5	6	7	8
---------------------------	-----	------	---	----	----	-------	---	---	---	---	---	---	---	---

 2100A Royal Palm B:	264													
 2100AB Royal Palm E	660													
 2100ABC Royal Palm	1000													
 2100B Royal Palm B:	320													
 2100BC Royal Palm E	660													
 2100C Royal Palm B:	264													

When making reservations in the Ballroom, we require a minimum of two (2) hours of flip time between events so our staff has enough time to reconfigure the room.



[Search](#)

Date & Time

Date *
 Sat 04/22/2023 

Start Time *
 5:00 PM 

End Time *
 9:00 PM 

Create booking in this time zone
 Eastern Time 

Locations

(all)

Room Name

Selected Rooms

Your selected Rooms will appear here.

Room Search Results

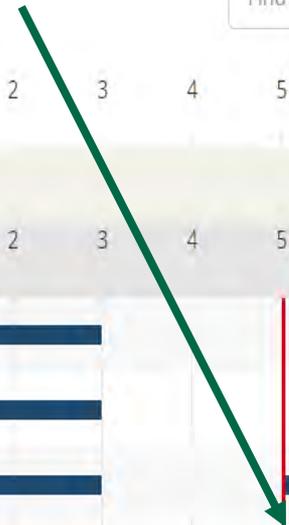
Favorite Rooms only.

	8 AM	9	10	11	12 PM	1	2	3	4	5	6	7	8
--	------	---	----	----	-------	---	---	---	---	---	---	---	---

Rooms You Can Request

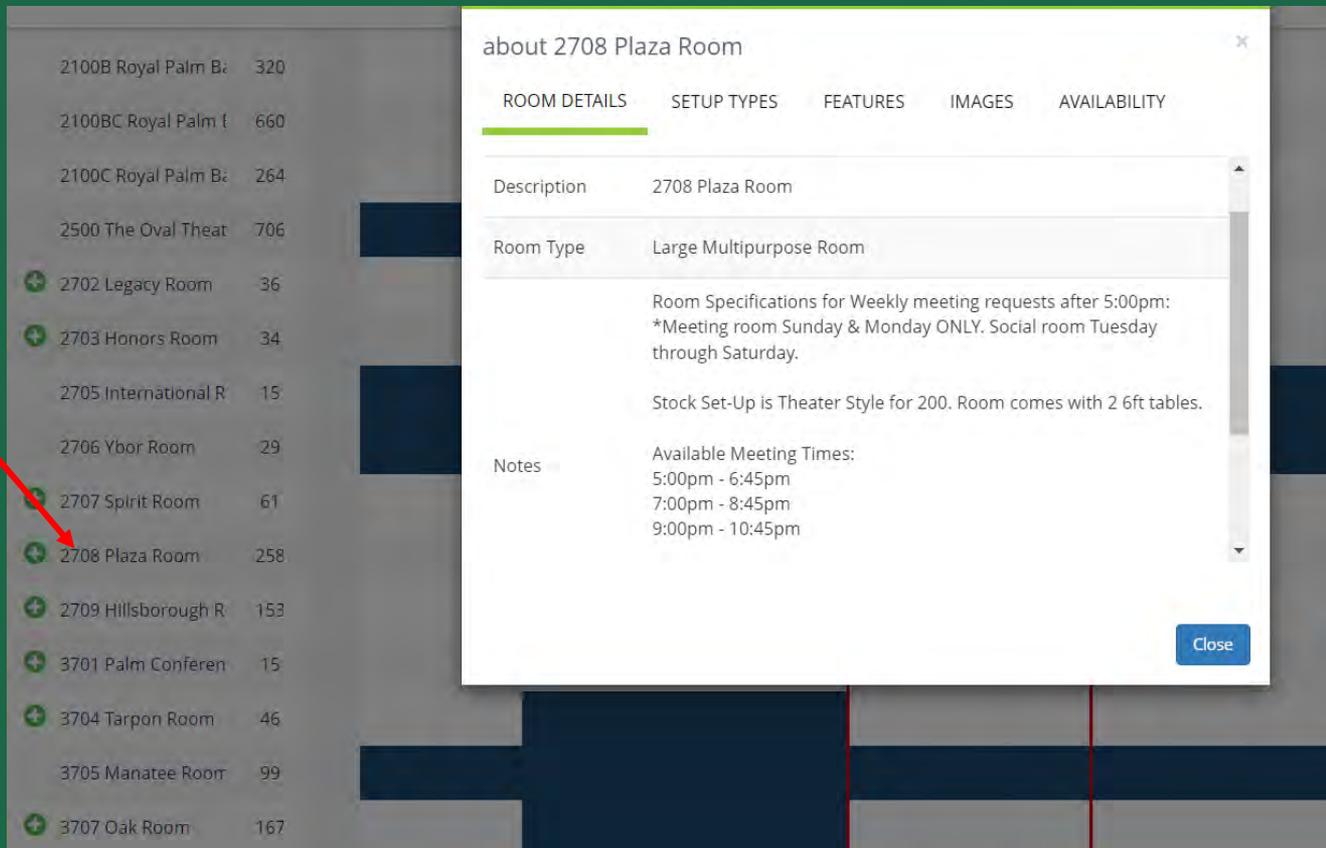
Marshall Student Center (Cap	3 AM	9	10	11	12 PM	1	2	3	4	5	6	7	8
2100A Royal Palm B:	264													
2100AB Royal Palm f	660													
2100ABC Royal Palm	1000													
 2100B Royal Palm B:	320													
2100BC Royal Palm f	660													
2100C Royal Palm B:	264													

The MSC Ballroom is divided into 3 sections.
PLEASE NOTE: We do not allow events to be reserved in sections next to each other.
 In this image, Ballroom A and Ballroom C are each being used for events, so Ballroom B would not be available to reserve.



Making a Reservation in Virtual EMS

You can view more details about the room by clicking on the room name.



The screenshot displays a room reservation interface. On the left, a list of rooms is shown with their names and capacities. A red arrow points to the '2708 Plaza Room' entry. On the right, a modal window titled 'about 2708 Plaza Room' is open, showing detailed information about the selected room. The modal has tabs for 'ROOM DETAILS', 'SETUP TYPES', 'FEATURES', 'IMAGES', and 'AVAILABILITY'. The 'ROOM DETAILS' tab is active, showing the following information:

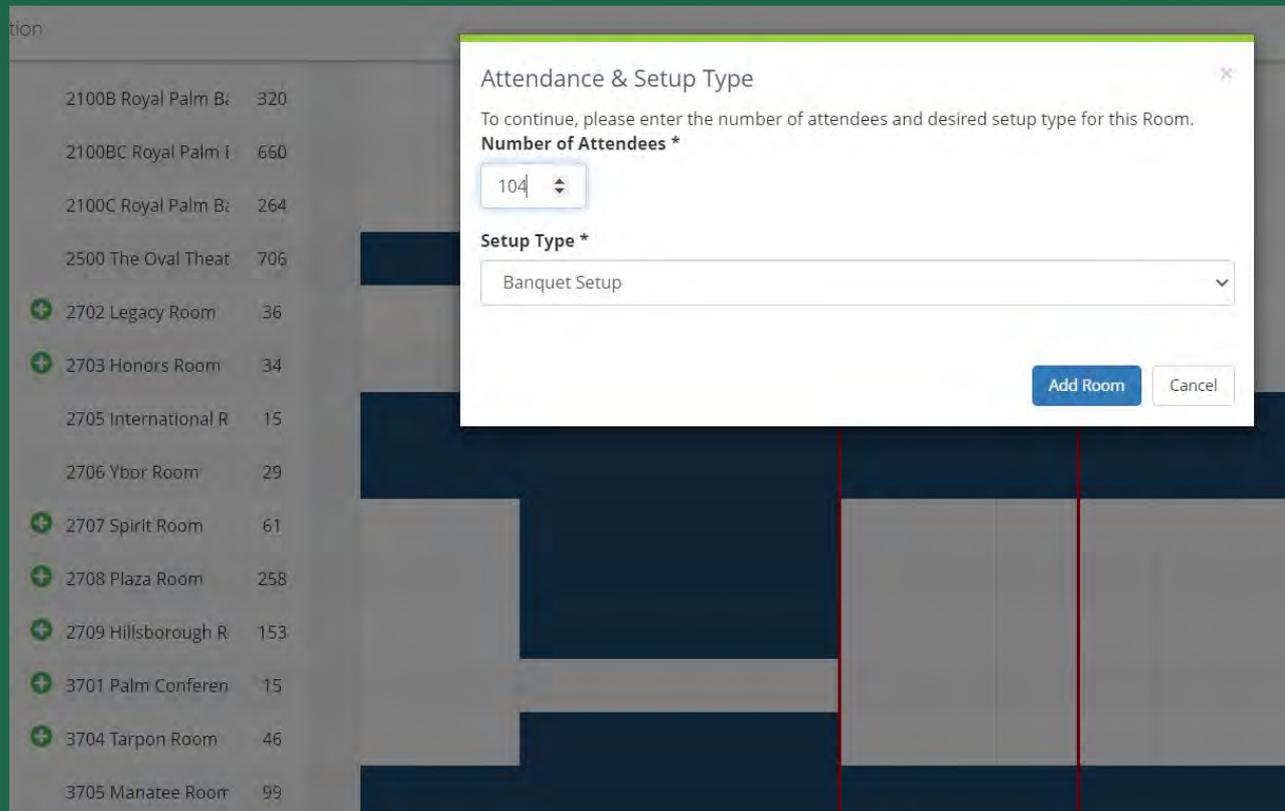
- Description: 2708 Plaza Room
- Room Type: Large Multipurpose Room
- Room Specifications for Weekly meeting requests after 5:00pm: *Meeting room Sunday & Monday ONLY. Social room Tuesday through Saturday.
- Stock Set-Up is Theater Style for 200. Room comes with 2 6ft tables.
- Notes: Available Meeting Times:
 - 5:00pm - 6:45pm
 - 7:00pm - 8:45pm
 - 9:00pm - 10:45pm

A 'Close' button is located at the bottom right of the modal.

Room Name	Capacity
2100B Royal Palm B:	320
2100BC Royal Palm f	660
2100C Royal Palm B:	264
2500 The Oval Theat	706
2702 Legacy Room	36
2703 Honors Room	34
2705 International R	15
2706 Ybor Room	29
2707 Spirit Room	61
2708 Plaza Room	258
2709 Hillsborough R	153
3701 Palm Conferen	15
3704 Tarpon Room	46
3705 Manatee Room	99
3707 Oak Room	167

Making a Reservation in Virtual EMS

- To select the room for your event, click 
- You will be prompted to input your attendance and setup type.
- Be sure your attendance estimate is as accurate as possible.



The screenshot displays a list of rooms on the left and a modal dialog titled "Attendance & Setup Type" on the right. The room list includes:

Room Name	Capacity
2100B Royal Palm B:	320
2100BC Royal Palm i	660
2100C Royal Palm B:	264
2500 The Oval Theat	706
 2702 Legacy Room	36
 2703 Honors Room	34
2705 International R	15
2706 Ybor Room	29
 2707 Spirit Room	61
 2708 Plaza Room	258
 2709 Hillsborough R	153
 3701 Palm Conferen	15
 3704 Tarpon Room	46
3705 Manatee Room	99

The modal dialog "Attendance & Setup Type" contains the following fields:

- Text: "To continue, please enter the number of attendees and desired setup type for this Room."
- Section: "Number of Attendees *"
- Input: A numeric field containing "104".
- Section: "Setup Type *"
- Dropdown: A menu showing "Banquet Setup".
- Buttons: "Add Room" (blue) and "Cancel" (white).

Making a Reservation in Virtual EMS

- Be sure to provide a brief description of your event!
- If you have any special requests or accommodations, please list them in your description, and we will reach out to see if we are able to meet your request.
- This helps our team better understand your request and the event your are planning.

The screenshot displays the 'Services' step of a reservation process. At the top, there are three tabs: '1 Rooms', '2 Services' (which is active), and '3 Reservation Details'. A blue 'Next Step' button is located in the top right corner. The main content area is titled 'Services For Your Reservation' and is divided into two columns. The left column contains a 'Description of Event' text area, which is highlighted by a red arrow from the text 'Be sure to provide a brief description of your event!'. Below this is a 'Furnishings' section with a dropdown menu labeled 'Available Furnishings'. Underneath, there is a grid of furniture options including: 30" Tables (High or Low Top), 5' Round Tables, 6' Banquet Tables, Chairs (MSC), Easel, Portable Whiteboards, Window Coverings (short), 5' Outdoor Rounds, 6' Banquet Outdoor Tables, 6' School Tables, Chairs (outdoor-GREEN), Podium, and Window Coverings (long). The right column is titled 'Services Summary' and is currently empty. At the bottom of the page, there is a footer with copyright information and navigation links: '© Copyright 2023. All Rights Reserved. Create a Reservation My Events Events Locations'.

Making a Reservation in Virtual EMS

- After selecting the space and inputting your event description, enter your event details in the *Reservation Details* form.
- Be sure to fill out all the required fields!
- The information listed in this section is used by both the MSC Event Planners and the MSC Logistics team on the day of your event/meeting!

1 Rooms 2 Services **3 Reservation Details**

Reservation Details

Event Details

Event Name *

Event Type *

Customer Details

Customer *

1st Contact

1st Contact Name *

1st Contact undefined *

1st Contact undefined

1st Contact Email Address *

2nd Contact

2nd Contact Phone

2nd Contact Fax

2nd Contact Email Address

Making a Reservation in Virtual EMS

- After selecting the space and inputting your event description, enter your event details in the *Reservation Details* form.
- Be sure to fill out all the required fields!
- The information listed in this section is used by both the MSC Event Planners and the MSC Logistics team on the day of your event/meeting!

Additional Information

Day of Event Contact *

Do you need an LCD Projector for the event? *

Day of Event Phone *

Will alcohol be served at this event? *

Will there be food and beverage at your event? *

If Yes, who will provide the food and beverage?

Is the topic of your event currently active in the news, world-wide media, social media sphere, or controversial? This information helps us to plan your event. *

Will there be an admission charge for the event? *

Do you agree to abide by the Marshall Student Center and Event & Meeting Services Policies? *

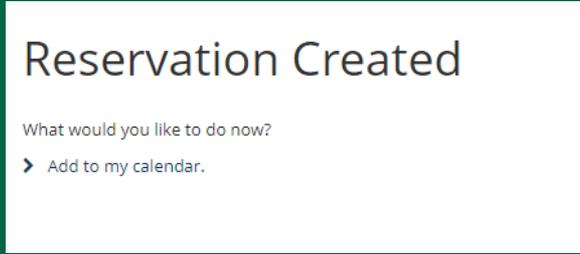
I have read and agree to the Terms and Conditions

- Click “Create Reservation” at the bottom right to submit your request!



Making a Reservation in Virtual EMS

- Once you submit your request, you will see this message on the page



- To review your reservation details, go to the *My Events* tab on your EMS home page, and select your reservation name to see the details.
- Be sure to carefully read through everything and ensure it is correct!
- NOTE:** If you are booking a reoccurring reservation, be sure that ALL of your dates are listed here. If they are not listed on this page they will not be reserved!

HOME

CREATE A RESERVATION

MY EVENTS

BROWSE

EVENTS

LOCATIONS

RESERVATIONS BOOKINGS

Search Reservations

Include cancelled reservations

CURRENT PAST

Name	First/Last Booking ^	Location	Customer	Services	ID	Status
Meeting	Sat Apr 22, 2023/ Sat Apr 22, 2023 (single booking)	Marshall Student Center - 2702 Legacy Room	Event and Meeting Services	✓	125909	Pending

Things to Keep in Mind When Making a Reservation

- Reservations are not automated and are processed individually.
- The EMS team addresses requests on a first-come, first-serve basis.
- While we typically respond to all requests within 72 hours, during our reservation book opening dates, it may be several weeks before you receive a response by email due to the large amount of reservation requests.



Error Messages

Request violates building hours

If you receive the following error, it means that the MSC building is not open during the requested hours.

Please resubmit dates and times.
Please contact the EMS office if you believe there has been a mistake.

Please reach out to sa-ems@usf.edu immediately if you receive any other error messages!



Reviewing Reservation Requests

Reviewing Reservation Details

Click on the “My Events” Tab on the left to view all of your submitted requests for the semester.

RESERVATIONS BOOKINGS

SEARCH RESERVATIONS

Include cancelled reservations

CURRENT PAST

Name	First/Last Booking	Location	Customer	Services	ID	Status
End of Year Lunch	Mon Apr 24, 2023/ Mon Apr 24, 2023 (single booking)	MSC Outdoor Areas - MLK Stage Fountain	Event and Meeting Services	✓	126064	Needs Event Review
General Body Meeting	Sat May 13, 2023/ Sat Jun 10, 2023 (multi-booking)	Marshall Student Center - 2702 Legacy Room	Event and Meeting Services		126063	Confirmed

- Make sure all the events you have reserved are appearing on this screen.
- You can also view your reservations by selecting “Bookings” and going to the event date.
- You can review your Event Statuses here.

Reservation Details

If you click on the reservation name it will take you to this page.

Here you can review all of your event details including:

- Location
- Time
- Date
- Setup Type
- Reservation Status

The screenshot displays a web interface for managing event reservations. At the top, the breadcrumb navigation reads '< My Events / Meeting beginning Apr 22, 2023 (125909)'. Below this are two tabs: 'RESERVATION DETAILS' (active) and 'ADDITIONAL INFORMATION'. The 'RESERVATION DETAILS' section contains a table with the following information:

Event Name	Meeting
Event Type	Meeting
Customer	Event and Meeting Services
1st Contact Name	NB
Phone	NB

To the right of this section is a 'Reservation Tasks' panel with three items: 'Cancel Reservation', 'Send Invitation', and 'Add to My Calendar'. Below the details is a 'Bookings' section with 'CURRENT' and 'PAST' filters. A 'New Booking' button is visible. A table lists the booking details:

Edit	Remove	Date	Start Time	End Time	Time Zone	Location	Attendance	Setup Type	Status
		Set Apr 22, 2023	6:00 PM	7:00 PM	ET	Marshall Student Center - 2702 Legacy Room	30	U-Shape	Pending

At the bottom, there is a 'Hide Services' section with a 'Description of Event' field containing the text 'Meeting'.

Reservation Details

If you click on “view services” it will show you more information regarding your reservation.

Once your reservation has been processed by our team it may include additional details such as:

- Furnishings (tables, chairs, etc.)
- A/V Items
- Notes from your Event Planner
- Staffing (If it applies.)

Any items that have charges will be listed here.

A/V Media			
Qty.	Item	Price	Special Instructions
3	LED Uplights	\$ 10.00	
1	Microphone (Wireless)	\$ 0.00	
1	HDMI Cable (Laptop to Projector)	\$ 0.00	

Furnishings			
Qty.	Item	Price	Special Instructions
8	5' Round Tables	\$ 0.00	SEE DIAGRAM
64	Chairs (plaza room)	\$ 0.00	
8	Table Cloth- Round (85x85) Black	\$ 4.00	
2	6' Banquet Tables	\$ 0.00	
2	Table Skirts/Cloths (114x52) Rectangulars	\$ 6.00	white banquet cloth/black skirt
1	Podium	\$ 0.00	

Points of Clarification			
Qty.	Item	Price	Special Instructions
1	Serving Food in the MSC	\$ 0.00	

Reservation Details

If you click on a reoccurring reservation name it will take you to this page.

The screenshot displays a reservation details page for a meeting starting on April 22, 2023. The page is divided into two main sections: 'RESERVATION DETAILS' and 'Bookings'.

RESERVATION DETAILS:

- Event Name:** Meeting
- Event Type:** Meeting
- Customer:** Event and Meeting Services
- 1st Contact Name:** NB
- Phone:** NB

Reservation Tasks:

- Cancel Reservation
- Send Invitation
- Add to My Calendar

Bookings:

The 'Bookings' section is currently set to 'CURRENT' and includes a 'New Booking' button. A table lists the following recurring bookings:

Edit	Remove	Date	Start Time	End Time	Time Zone	Location	Attendance	Setup Type	Status
		Sat Apr 22, 2023	5:00 PM	6:00 PM	ET	Marshall Student Center - 2702 Legacy Room	30	U-Shape	Pending
View Services									
		Sat May 6, 2023	5:00 PM	6:00 PM	ET	Marshall Student Center - 2702 Legacy Room	30	U-Shape	Pending
View Services									
		Sat May 13, 2023	5:00 PM	6:00 PM	ET	Marshall Student Center - 2702 Legacy Room	30	U-Shape	Pending
View Services									
		Sat May 20, 2023	5:00 PM	6:00 PM	ET	Marshall Student Center - 2702 Legacy Room	30	U-Shape	Pending
View Services									
		Sat Jun 3, 2023	5:00 PM	6:00 PM	ET	Marshall Student Center - 2702 Legacy Room	30	U-Shape	Pending

Be sure all the dates you are looking to reserve are listed under “Bookings” for this reservation.

Pay attention to the location for each date as this may change once your reservation has been processed.

CANCELLATIONS

- Cancellations will be accepted by the EMS Team up to three (3) business days prior to the event.
- If you do not cancel prior to three (3) business days you may incur charges.
- Cancellations **MUST** be submitted in writing to your MSC Event Planner.



If your organization does not provide notice of cancellation within three (3) business days of your event; or if your organizations does not show up for your scheduled reservation, you may incur charges. If this is a continuous issue, **your organization may lose the ability to make reservations in the Marshall Student Center.**

Event Statuses

Pending: This means your reservation is still being processed.

*Please note, pending reservations may not be approved. Some details of your request may be adjusted to fit within MSC reservation guidelines. Once your request is processed you will receive a confirmation email with an updated event status. While your request is still Pending you should not market/advertise your event.

Tentative: This means your MSC Event Planner still needs some details from you to finalize your reservation. This could be your final guest count, Day of Show, Food Release Form, etc.

Needs Event Review: This means you must meet with your MSC Event Planner to discuss the details of your event. Your Event Review must take place at least 2 weeks before the event or you risk your event being cancelled.

Confirmed: This means all details have been confirmed. Any changes to your event after it has been confirmed must be submitted to your Event Planner in writing at least 72 hours before your event.

Needs Event Review Status

Important notes regarding Needs Event Review Status!

- You are responsible for reaching out to schedule your Event Review with your MSC Event Planner.
- Event Reviews must take place no later than 2 weeks prior to your event, so it is best to reach out to schedule this meeting 3-4 weeks prior to your event.
- If you are planning activities that will require additional coordination for logistics, amount of space needed, power needs, safety approvals, insurance approvals, use of the service elevator, etc. please email your event planner at least 4 weeks in advance to allow enough time for coordination and approvals.

RESERVATION CONFIRMATION EMAILS



Each time you make a reservation at the MSC, you will receive an emailed reservation confirmation.



Some items may change while your reservation request is being processed, so it is crucial that you review and confirm that these details are correct.



If you have any questions about your confirmation or would like to make any changes to your confirmation, please contact your MSC Event Planner.

Reservation Confirmation

This is what your reservation confirmation will look like!

Confirmation

Customer
 Accountable Officer #1
 Sample Student Organization
 Physical Mailing Address
 (This is where your invoices will be mailed)
 City, ST, Zip Code
 USA

Reservation: 112205
 Event Name: Sample Social Event
 Status: Tentative
 Phone: Cell Phone Number
 Event Type: Other
 Billing Reference: Direct Bill
 2nd Contact: Accountable Officer #2
 Phone: Cell Phone Number

Bookings / Details

Saturday, May 18, 2019
 12:00 PM - 4:00 PM Sample Social Event (Tentative) MSC 2708
 Reserved: 11:00 AM - 4:35 PM
 Banquet Setup for 104

Quantity	Price	Amount
1		
1		
12		
08		
4		
12	\$4.34	\$52.08
1		
2		
Subtotal		\$52.08
Grand Total		\$52.08

Notes:
 Completed Food Release Form due no later than 3 days before Event.
 Client to provide their own laptop and clicker for presentation.
 Client to provide their own tablecloths for food tables.
 No glitter or confetti. All balloons must be weighted.

Event Meeting Services

Reservations / Details	Reservation	Quantity	Price	Amount	Tentative
The Marshall Student Center reserves the right to cancel or change your reservation based on the decisions made by USF Leadership and the CDC guidelines for events.	112205				
Changes are estimates only, and subject to further additions or revisions once the event has concluded.					
ALL CANCELLATIONS MUST BE MADE NO LESS THAN 72 HOURS PRIOR TO THE EVENT. Late cancellations may be subject to charges.					
Non-USF entities must pay all charges in full a minimum of 72 hours prior to event.					
Departments should provide a Charfield a minimum of 72 hours prior to event. The MSC no longer invoices or direct bills USF entities for events.					
Student Organizations must pay in full within 30 days after the event. Invoices are sent 1-3 weeks after the event. If you plan to use A&S Funds to pay for this reservation you must submit a request to Student Business Services at sg-rmdpurchaso@usf.edu no less than ten (10) business days before the day of the event. The MSC cannot make this request on your behalf. For more information, please contact Student Business Services in MSC4300, at 813-974-7100, or sg-rmdorg@help@usf.edu.					
Non-USF entities AND Student Organizations are subject to Florida sales tax unless they provide proof of Florida Sales Tax Exemption (DR-14). Student Organizations are also tax exempt if the event is paid using A&S funding through Student Business Services. A&S funding ONLY exempts tax on charges that are directly paid for by USF, not for organizations' out-of-pocket expenses.					

For more information on how to read your reservation confirmation click this link (<https://www.usf.edu/student-affairs/msc/documents/msc-ems-how-to-read-your-reservation-confirmation-2020.pdf>)

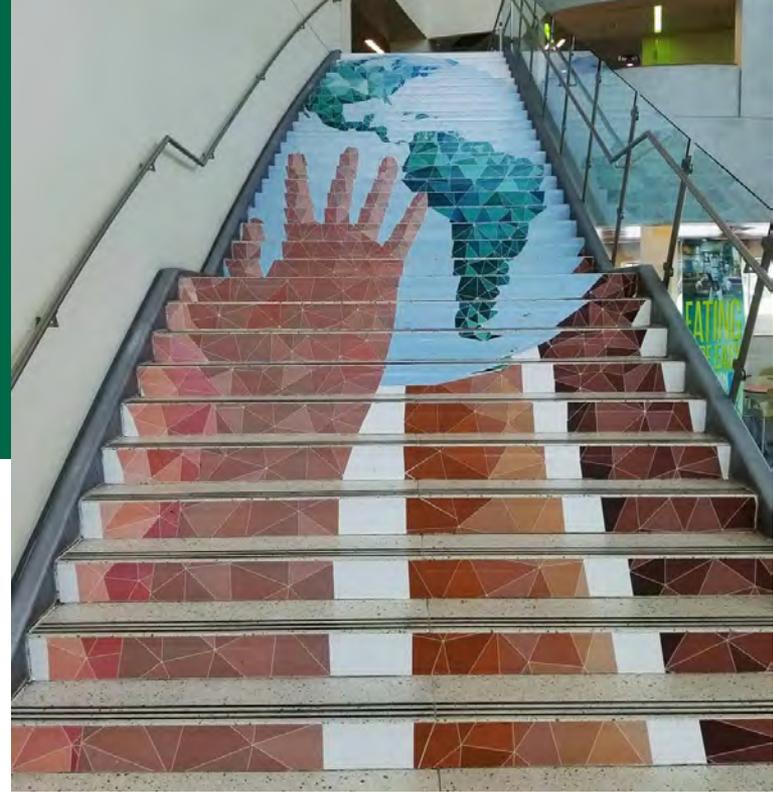
MSC Reservation Timeline

Important Dates to Remember:

Summer Reservations - open **10AM** on **March 1st**

Fall Reservations - open **10AM** on **June 1st**

Spring Reservations open **10AM** on **October 1st**



**Departments and Non-University reservations
open on the 15th*

THANK YOU FOR ATTENDING!!

If you have any questions, please email us at

SA-EMS@usf.edu

**Join our BullsConnect page to keep
up with the latest updates!**

<https://bullsconnect.usf.edu/groups>

**Event & Meeting Services
Website**

<https://www.usf.edu/student-affairs/msc/plan-and-market-events/>