

# Scheduling Space on Campus

RSOs have free access to space on campus for meetings and events. Student Organizations must be recognized to be eligible to request space. RSO can schedule space in 3 ways:

1. Calling University Scheduling at 507.389.2223
2. Emailing University Scheduling at [university.scheduling@mnsu.edu](mailto:university.scheduling@mnsu.edu)
3. Face-to-Face by visiting Scheduling and Conference Services office in the Centennial Student Union (CSU 219)
4. Reserving space through our virtual [Event Management System](#) (EMS)

## Guidelines for Reserving Space

- [Policy Quick Look](#)
- RSOs are not charged for rental of space or basic room set up. However, charges apply for
  - a. technical practices and advanced audio, video, filming, lighting or media programming;
  - b. moving furniture and equipment from “preset rooms” and public lounges; and
  - c. exceeding established building hours.
- A reservation request is considered tentative, and will not be considered confirmed, until all information needed to complete the reservation request is in place.
  - a. Additional [forms](#) are required for special events, grilling permits, potlucks, and fundraising.
- RSOs can reserve up to 2 repetitive meetings for a total of no more than 6 hours per week.
- RSOs that do not cancel reservation requests at least 3 business days prior to an event’s start time, or who do not use the reserved space within 30 minutes of the designated start time, will incur a non-cancellation fee of \$25.00 plus incurred setup charges.
- Repetitive reservations can be scheduled for a semester at a time. University Scheduling and Conference Services begins accepting repetitive reservation requests on November 10th for Spring Term, April 10th for Summer Term, and May 10th for Fall Term.

## Browse Available Space in EMS – no login required

1. Go to [mnsu.edu/scheduling](https://mnsu.edu/scheduling)
2. Click on *Online Event Management System* button near the bottom of the page
3. Hover your mouse over *Browse* and select:
  - a. Events: List of events by date
  - b. Facilities: Details of the different types of rooms and their capacities
  - c. Space: Availability by date and time; capacity of each room (Recommended)
    - i. Use the *Filter* on the right to pick the date and filter by your needs
    - ii. Rooms are organized by building
    - iii. View a [map of the CSU](#)

## Access to EMS

RSOs that were recognized in the previous academic year should have a template in EMS, but if the RSO has been inactive or is new the organization may have trouble accessing EMS.

- Contact University Scheduling (CSU 219) at 507-389-2223 or [university.scheduling@mnsu.edu](mailto:university.scheduling@mnsu.edu)
  - To troubleshoot EMS details if your RSO is recognized
- Contact the Maverick Involvement Team (CSU 173) at 507-389-6076 or [rso-office@mnsu.edu](mailto:rso-office@mnsu.edu)
  - Check status as a recognized student organization

## Log in to EMS

1. Go to [mnsu.edu/scheduling](https://mnsu.edu/scheduling)
2. Click on *Online Event Management System* button near the bottom of the page
3. Hover your mouse over *My Account* and click *Log In*.
  - Log in with your Star ID and password
4. At the top of the screen, hover your mouse over *Reservations* and select the template that best fits your needs.
  - Each type of reservation will have specific instructions on the page after you click it.
5. Fill in the reservation form on the left of the screen to help you find available rooms that meet your needs.
  - When is your event (Date, Start Time, End Time)
  - Where is your event (Facilities)
  - How many people are expected to attend (Attendance)
  - How does the room need to be set up (tables, chairs, stage, backdrop, etc.) (Setup Type)
6. A chart with all the rooms that fit the requirements you entered will be listed. Select the room by clicking on the green “plus” sign next to the room.
  - Your selected time slot will be highlighted in light blue with two red lines.
  - If you decide that you don’t want this room or select the wrong one, you may click the red “x” at the top of the window next to the reservation.
7. Click over to the *Details* tab and fill in the form with the following information:
  - Event Name: Name of your event
  - Event Type: What you are using the room for
  - Group: Your RSO Name
    - If nothing is listed under group or if the wrong group is listed; contact scheduling to have your account updated
  - 1st Contact: Who should be contacted if there is a problem
  - Name: Your name
  - Phone: Phone number of the person who should be contacted
  - Email: Email of the person who should be contacted
  - Choose whether to list it in the [University Master Events Calendar](#) or not
8. Click submit.