



Virtual EMS Tutorial



Click on an item below to view a step by step in virtual EMS.

Reservation ID

Confirmation Letter

Check Status

View Requests

Request Violates Building Hours

Conflicts with Another Booking

First Available Booking Violation

Edit Request (Main Menu)

Edit Request (Attendance)

Edit Request (Contact or Group)

Edit Request (Date)

Edit Request (Location/Room)

Edit Request (Name)

Edit Request (Set-up Type)

Edit Request (Time)

Edit Request (Type of Event)

View Services

Add\Edit Services

Add Booking to Existing Reservation

Recurring Meetings

Cancel Services

Cancel Requests

Upload file

(Diagram, Form, or other Document)

mail.com ... x Virtual EMS x +

Ems/ ☆ ↕ ↻ IAus001

UK. UNIVERSITY OF KENTUCKY

Student Center

Our Space Reservations My Account Admin Resources Help

Welcome Hannah Centers ▾

View My Requests

- Student Center Request
- Promotion Table Request
- Memorial Hall Request
- Outdoor Request
- Tailgate Space Request

Home



Student Center Requests



Promotion Table Requests



Outdoor Requests



Memorial Hall Requests



Tailgate Requests

Notes: Virtual EMS Tailgate Requests are only available to UK Departments.
Requests by UK Departments will be accepted beginning July 1, 2013.
Registered Student Organizations must be made in person or via the RSO Tailgate Pilot Program Form.

Today's events:

 Today in the Student Center  Today in Memorial Hall  Today in Outdoor Locations

Welcome to Virtual EMS at UK!

View Requests – PG1

Firefox
Virtual EMS - View My Requests
Reservations.aspx | IAus001

UK UNIVERSITY OF KENTUCKY Student Center

Our Space | Reservations | My Account | Admin | Resources | Help | Welcome Hannah Centers

Current | Historical | Calendar

Reservation Id: Event Name: Quick Search Show Cancelled

ID	NAME	GROUP	FIRST BOOKING	LAST BOOKING	STATUS	LOCATION	HAS SERVICES
7249	TEST	Student Center Director's Office	6/19/2014 Thu	6/19/2014 Thu	Approved	Student Center - 211 No	

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View Requests – PG 2

[MENU](#)



Current Historical Calendar

Reservation Id: Event Name: Quick Search Show Cancelled

ID	NAME	GROUP	FIRST BOOKING	LAST BOOKING	STATUS	LOCATION	HAS SERVICES
7249	TEST	Student Center Director's Office	6/19/2014 Thu	6/19/2014 Thu	Approved	Student Center - 211 No	

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Edit Requests – PG1

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Our Space Reservations My Account Admin Resources Help Welcome Hannah Centers

Reservation Details Attachments [Back to My Requests](#)

Reservation Id 7249 [Edit Reservation](#)
Event Name TEST [Add Booking](#)
Event Type (none) [Cancel Bookings](#)
Group Name [Student Center Director's Office](#) [Cancel All Bookings](#)
1st Contact Name Hannah Centers [Service Availability](#)
Phone 257-5781 [View Reservation Summary](#)
[Add booking to personal calendar](#)
[Booking Tools](#)

All Current Historical

Bookings

ACTIONS	SERVICES	DATE ^	TIME	TITLE	LOCATION	STATUS	SETUP
		6/19/2014 Thu	8:00 AM - 9:00 AM	TEST	211	Approved	Special (0)

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Our Space Reservations My Account Admin Resources Help Welcome Hannah Centers

Reservation Details Attachments Back to My Requests

Reservation Id 7249 Edit Reservation
Event Name TEST Add Booking
Event Type (none) Cancel Bookings
Group Name Student Center Director's Office Cancel All Bookings
1st Contact Name Hannah Centers Service Availability
Phone 257-5781 View Reservation Summary
 Add booking to personal calendar
 Booking Tools

All Current Historical

Bookings

ACTIONS	SERVICES	DATE ^	TIME	TITLE	LOCATION	STATUS	SETUP
		6/19/2014 Thu	8:00 AM - 9:00 AM	TEST	211	Approved	Special (0)

Powered by 

Cancel Requests – PG 1

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ReservationSummary.aspx?data=QHB4fIHidYA1uNtaj6nvvfz0Sycplx%2fa

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Reservation Details Attachments Back to My Requests

Reservation Id 7249
Event Name TEST
Event Type (none)
Group Name Student Center Director's Office
1st Contact Name Hannah Centers
Phone 257-5781

Edit Reservation
Add Booking
Cancel Bookings
Cancel All Bookings
Service Availability
View Reservation Summary
Add booking to personal calendar
Booking Tools

All Current Historical

ACTIONS	SERVICES	DATE
		6/19/2014 Thu

CATION	STATUS	SETUP
	Approved	Special (0)

Are you sure you want to cancel this booking?

Cancel Reason: *

Cancel Notes:

Cancel Booking(s) Cancel

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Virtual EMS - Reservation Summary

UNIVERSITY OF KENTUCKY Student Center

Reservations My Account Admin Resources Help

Welcome Hannah Centers

Reservation Details Attachments Back to My Requests

Reservation Id: 7249
Event Name: TEST
Event Type: (none)
Group Name: Student Center Director's
1st Contact Name: Hannah Centers
Phone: 257-5781

The booking was cancelled

OK

Bookings

ACTIONS	SERVICES	DATE ^	TIME	TITLE	LOCATION	STATUS	SETUP
		6/19/2014 Thu	8:00 AM - 9:00 AM	TEST	211	Approved	Special (0)

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Mozilla Firefox
Tools Help
Virtual EMS - Reservation Summary
ReservationSummary.aspx?data=QHB4fIHidYA1uNtaj6nvvfz0Sycplx%2fa
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Welcome Hannah Centers

Reservation Details Attachments [Back to My Requests](#)

Reservation Id 7249
Event Name TEST
Event Type (none)
Group Name Student Center Director's Office
1st Contact Name Hannah Centers
Phone 257-5781

All Current Historical

Bookings

ACTIONS	SERVICES	DATE ^	TIME	TITLE	LOCATION	STATUS	SETUP
 		6/19/2014 Thu	8:00 AM - 9:00 AM	TEST	211	Approved	Lecture (56)

Powered by 

Edit Reservation Name – PG 1

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UK UNIVERSITY OF KENTUCKY Student Center

Our Space Reservations My Account Admin Resources Help Welcome Hannah Centers

Event Details

[Back To Reservation Details](#)

Event Name:* **TEST** Event Type:* (none)

Group Details

Group:* Student Center Director's Off

1st Contact:* Hannah Centers

Phone:* 257-5781 Fax: 859-323-1024

Email:* hksmil2@uky.edu

Save Cancel

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Mozilla Firefox
Tools Help
Virtual EMS - Reservation Summary
ReservationSummary.aspx?data=QHB4fIHidYA1uNtaj6nvvfz0Sycplx%2fa
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Welcome Hannah Centers

Reservation Details Attachments [Back to My Requests](#)

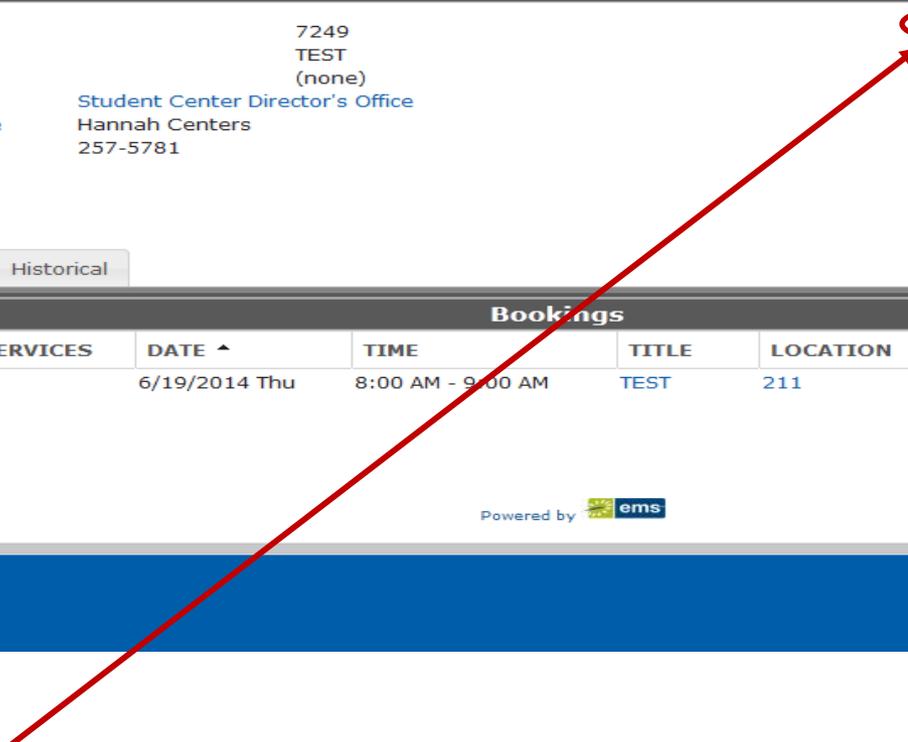
Reservation Id 7249
Event Name TEST
Event Type (none)
Group Name Student Center Director's Office
1st Contact Name Hannah Centers
Phone 257-5781

All Current Historical

Bookings

ACTIONS	SERVICES	DATE ^	TIME	TITLE	LOCATION	STATUS	SETUP
		6/19/2014 Thu	8:00 AM - 9:00 AM	TEST	211	Approved	Lecture (56)

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Edit Event Type – PG 1

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Welcome Hannah Centers

Event Details [Back To Reservation Details](#)

Event Name:**
TEST - NEW

Event Type:**
(none)
(none)
Bake Sale
Banquet/Reception
Blood Drive
Ceremony/Recognition
Competition/Tournament
Concert/Performance
Conference
Dance
Exhibit/Fair
Fundraiser
Interview
Lecture
Meeting
Movie
Political Program
Press Conference
Recreation
Recruitment/Retention
Training/Workshop

Group Details

Group:**
Student Center Director's Off

1st Contact:**
Hannah Centers

Fax:
859-323-1024

Save Cancel

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Edit Event Type – PG 2

MENU

Mozilla Firefox
Tools Help
Virtual EMS - Reservation Summary
ReservationSummary.aspx?data=QHB4fIHidYA1uNtaj6nvvfz0Sycplx%2fa
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Our Space Reservations My Account Admin Resources Help
Welcome Hannah Centers

Reservation Details Attachments [Back to My Requests](#)

Reservation Id 7249
Event Name TEST
Event Type (none)
Group Name Student Center Director's Office
1st Contact Name Hannah Centers
Phone 257-5781

[Edit Reservation](#)
[Add Booking](#)
[Cancel Bookings](#)
[Cancel All Bookings](#)
[Service Availability](#)
[View Reservation Summary](#)
[Add booking to personal calendar](#)
[Booking Tools](#)

All Current Historical

Bookings							
ACTIONS	SERVICES	DATE ^	TIME	TITLE	LOCATION	STATUS	SETUP
 		6/19/2014 Thu	8:00 AM - 9:00 AM	TEST	211	Approved	Lecture (56)

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Edit Group or Contact – PG 1

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Our Space Reservations My Account Admin Resources Help Welcome Hannah Centers

Event Details [Back To Reservation Details](#)

Event Name: *
TEST

Event Type: *
(none)

Group Details

Group: *
Student Center Director's Off

1st Contact: *
Hannah Centers

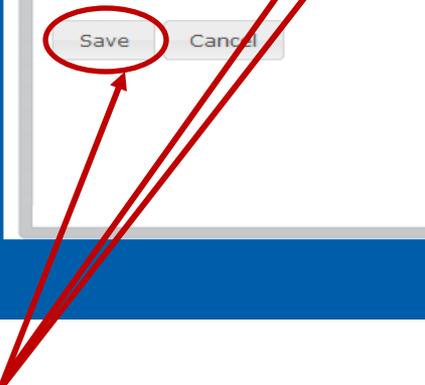
Phone: *
257-5781

Fax: *
859-323-1024

Email: *
hksmil2@uky.edu

Save Cancel

Powered by ems



Edit Group or Contact – PG 2

[MENU](#)



Reservation Details Attachments [Back to My Requests](#)

Reservation Id 7249 [Edit Reservation](#)
Event Name TEST - NEW [Add Booking](#)
Event Type Meeting [Cancel Bookings](#)
Group Name Student Center Director's Office [Cancel All Bookings](#)
1st Contact Name Hannah Centers [Service Availability](#)
Phone 257-5781 [View Reservation Summary](#)
[Add booking to personal calendar](#)
[Booking Tools](#)

All **Current** Historical

Bookings							
ACTIONS	SERVICES	DATE ^	TIME	TITLE	LOCATION	STATUS	SETUP
		6/19/2014 Thu	8:00 AM - 9:00 AM	TEST - NEW	211	Approved	Lecture (56)

Powered by 

Edit Date and/or Time – PG 1

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oomRequest.aspx?data=fCgebhW8cAgwocgw4HUu%2fsVdcJkkggy%2f0Qgg%2b%2fKeHoXiScg7Yz6lscAiPmOfaMt4b6DtAz1ad%2fBXqBabaLI%2brQ%3d%3d ☆ I Aus001

UK UNIVERSITY OF KENTUCKY Student Center

Our Space Reservations My Account Admin Resources Help Welcome Hannah Centers

Reservation Details

Back To Reservation Details

Event Name: TEST - NEW
Date: Thursday, June 19, 2014
Location: 211
Event Time: 8:00 AM - 9:00 AM

Group Name: Student Center Director's Office
1st Contact Name: Hannah Centers
Phone: 257-5781
2nd Contact Name:
Phone:

Student Center Request

Event Details

Event Name: *
TEST - NEW
Event Type: *
Meeting

When and Where

Date: *
6/19/2014 Thu
Start Time: * 8:00 AM
End Time: * 9:00 AM

Facilities:
Student Center

Setup Information

Attendance: *
56
Setup Type: *
Lecture

Availability Filters

Room Type: (all)
Floor: (all)

Find Space

Location

List Grid

Thursday, June 19, 2014 16 Hours

Room	Cap	4	5	6	7	8	9	10	11	12 P	1	2	3
Student Center													
211	56												

Update Booking

Edit Date and/or Time – PG 2

MENU



Reservation Details Attachments Back to My Requests

Reservation Id 7249 [Edit Reservation](#)
Event Name TEST - NEW [Add Booking](#)
Event Type Meeting [Cancel Bookings](#)
Group Name Student Center Director's Office [Cancel All Bookings](#)
1st Contact Name Hannah Centers [Service Availability](#)
Phone 257-5781 [View Reservation Summary](#)
[Add booking to personal calendar](#)
[Booking Tools](#)

All Current Historical

Bookings							
ACTIONS	SERVICES	DATE ^	TIME	TITLE	LOCATION	STATUS	SETUP
		6/19/2014 Thu	8:00 AM - 9:00 AM	TEST - NEW	211	Approved	Lecture (56)

Edit Set-up Type or Attendance – PG 1

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oomRequest.aspx?data=fCgebhW8cAgwocgw4HUu%2fsVdcJkkggy%2f0Qgg%2b%2fKeHoXiScg7Yz6lscAiPmOFaMt4b6DtAz1ad%2fBXqBabaLI%2brQ%3d%3d ☆ C I Aus001

UK UNIVERSITY OF KENTUCKY Student Center

Our Space Reservations My Account Admin Resources Help Welcome Hannah Centers

Reservation Details

[Back To Reservation Details](#)

Event Name	TEST - NEW	Group Name	Student Center Director's Office
Date	Thursday, June 19, 2014	1st Contact Name	Hannah Centers
Location	211	Phone	257-5781
Event Time	8:00 AM - 9:00 AM	2nd Contact Name	
Phone		Phone	

Student Center Request

Event Details

Event Name: *
TEST - NEW
Event Type: *
Meeting

When and Where

Date: *
6/19/2014 Thu
Start Time: *
8:00 AM
End Time: *
9:00 AM
Facilities:
Student Center

Setup Information

Attendance: *
56
Setup Type: *
Lecture

Availability Filters

Room Type:
(all)
Floor:
(all)

[Find Space](#)

Location

List Grid

Thursday, June 19, 2014 16 Hours

Room	Cap	4	5	6	7	8	9	10	11	12 P	1	2	3
Student Center													
211	56												

[Update Booking](#)

Edit Set-up Type or Attendance – PG 2

Reservation Details [Back To Reservation Details](#)

Event Name TEST - NEW **Group Name** Student Center Director's Office
Date Thursday, June 19, 2014 **1st Contact Name** Hannah Centers
Location 363 **Phone** 257-5781
Event Time 8:00 AM - 9:00 AM **2nd Contact Name**
Phone

Student Center Request

Event Details

Event Name: **
TEST - NEW
Event Type: **
Meeting

When and Where

Date: **
6/19/2014 Thu
Start Time: ** 8:00 AM End Time: ** 9:00 AM
Facilities:
Student Center

Setup Information

Attendance: **
56
Setup Type: **
Lecture

Availability Filters

Room Type:
(all)
Floor:
(all)

[Find Space](#)

Location

List Grid

Thursday, June 19, 2014 16 Hours

Room	Cap	4	5	6	7	8	9	10	11	12	Pr	1	2	3
Student Center														
363	70													

Update Booking

Event Name TEST - NEW **Group Name** Student Center Director's Office
Date Thursday, June 19, 2014 **1st Contact Name** Hannah Centers
Location 363 **Phone** 257-5781
Event Time 8:00 AM - 9:00 AM **2nd Contact Name**
Phone

Student Center Request

Location

Event Details

Event Name:*
TEST - NEW
Event Type:*
Meeting

List Grid

Thursday, June 19, 2014 16 Hours

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

Message from webpage

 Booking successfully updated

OK

When and Where

Date:*
6/19/2014 Thu
Start Time:* 8:00 AM End Time:* 9:00 AM

Facilities:
Student Center

Setup Information

Attendance:*
56
Setup Type:*
Lecture

Availability Filters

Room Type:
(all)
Floor:
(all)

Find Space

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oomRequest.aspx?data=fCgebhW8cAgwocgw4HUun%2fsVdcJkgy%2f0Qgg%2b%2fKeHoXiScg7Yz6lscAiPmOFaMt4b6DtAz1ad%2fBXqBabaLI%2dbrQ%3d%3d ☆ I Aus001

UK UNIVERSITY OF KENTUCKY Student Center

Our Space Reservations My Account Admin Resources Help Welcome Hannah Centers

Reservation Details

Back To Reservation Details

Event Name	TEST - NEW	Group Name	Student Center Director's Office
Date	Thursday, June 19, 2014	1st Contact Name	Hannah Centers
Location	211	Phone	257-5781
Event Time	8:00 AM - 9:00 AM	2nd Contact Name	
		Phone	

Student Center Request

Event Details

Event Name: *
TEST - NEW
Event Type: *
Meeting

When and Where

Date: *
6/19/2014 Thu
Start Time: *
8:00 AM
End Time: *
9:00 AM
Facilities:
Student Center

Setup Information

Attendance: *
56
Setup Type: *
Lecture

Availability Filters

Room Type:
(all)
Floor:
(all)

Find Space

Location

List Grid

Thursday, June 19, 2014 16 Hours

Room	Cap	4	5	6	7	8	9	10	11	12	P	1	2	3
Student Center														
211	56													

Update Booking

If time, date, set-up and attendance will not change, simply select find space. If changes are needed, apply changes first, then select find space.

Virtual EMS - Room Request

RoomRequest.aspx?data=fCgebhW18cAgwocgw4HUn%2fsVdcJkkgy%2f0Qgg%2b%2fKehoXiScg7Yz6lscAipmOfaMt4b6DtAz1ad%2fBXqBabaL1%2brQ%3d%3d

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Reservation Details [Back To Reservation Details](#)

Event Name: TEST - NEW
Date: Thursday, June 19, 2014
Location: 211
Event Time: 8:00 AM - 9:00 AM
Group Name: Student Center Director's Office
1st Contact Name: Hannah Centers
Phone: 257-5781
2nd Contact Name:
Phone:

Student Center Request

Event Details
 Event Name: * TEST - NEW
 Event Type: * Meeting

When and Where
 Date: * 6/19/2014 Thu
 Start Time: * 8:00 AM
 End Time: * 9:00 AM
 Facilities: Student Center

Setup Information
 Attendance: * 56
 Setup Type: * Lecture

Availability Filters
 Room Type: (all)
 Floor: (all)
 Find Space

Location
 List Grid

Thursday, June 19, 2014 16 Hours

Room	Cap	4	5	6	7	8	9	10	11	12 P	1	2	3	4	5	6	7
Student Center																	
+ 206	88																
+ 249	77																
+ Center Theater	220																
+ 363	63																
+ 211	56																
+ 230	176																

Update Booking

Edit Room – PG 2

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gmail.com ... Virtual EMS - Room Request
Ems/RoomRequest.aspx?data=fCgebhW8cAgwocgw4HUN%2fsVdcJkgy%2f0Qgg%Zb%2fKehoXiScg7Yz6lscAiPmOfaMt4b6DtAz1ad%2fBXqBabaL1%2brQ%3d%3d IAus001

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Reservation Details [Back To Reservation Details](#)

Event Name: TEST - NEW
Date: Thursday, June 19, 2014
Location: 211
Event Time: 8:00 AM - 9:00 AM

Group Name: Student Center Director's Office
1st Contact Name: Hannah Centers
781

Student Center Request

Event Details

Event Name: TEST - NEW
Event Type: Meeting

When and Where

Date: 6/19/2014 Thu
Start Time: 8:00 AM
End Time: 9:00 AM
Facilities: Student Center

Setup Information

Attendance: 56
Setup Type: Lecture

Availability Filters

Room Type: (all)
Floor: (all)

[Find Space](#)

Booking successfully updated

[OK](#)

Thursday, June 19, 2014 16 Hours

Room	Cap	4	5	6	7	8	9	10	11	12	P	1	2	3	4	5	6	7
Student Center 363	63																	

[Update Booking](#)

Edit Room – PG 3



Reservation Details

Attachments

[Back to My Requests](#)

Reservation Id 7249
Event Name TEST - NEW
Event Type Meeting
Group Name Student Center Director's Office
1st Contact Name Hannah Centers
Phone 257-5781

- [Edit Reservation](#)
- [Add Booking](#)
- [Cancel Bookings](#)
- [Cancel All Bookings](#)
- [Service Availability](#)
- [View Reservation Summary](#)
- [Add booking to personal calendar](#)
- [Booking Tools](#)

All Current Historical

Bookings

ACTIONS	SERVICES	DATE ^	TIME	TITLE	LOCATION	STATUS	SETUP
		6/19/2014 Thu	8:00 AM - 9:00 AM	TEST - NEW	363	Web Request	Lecture (56)

NOTE: If a new room is selected, status changes back to web request. Wait for approval.

Our Space Reservations My Account Admin Resources Help Welcome Hannah Centers

Reservation Details Attachments Back to My Requests

Reservation Id 7249
Event Name TEST - NEW
Event Type Meeting
Group Name Student Center Director's Office
1st Contact Name Hannah Centers
Phone 257-5781

Edit Reservation
 Add Booking
 Cancel Bookings
 Cancel All Bookings
 Service Availability
 View Reservation Summary
 Add booking to personal calendar
 Booking Tools

All Current Historical

Bookings

ACTIONS	SERVICES	DATE	TIME	TITLE	LOCATION	STATUS	SETUP
		6/19/2014 Thu	8:00 AM - 9:00 AM	TEST - NEW	363	Web Request	Lecture (56)

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Our Space Reservations My Account Admin Resources Help Welcome Hannah Centers

Current Historical Calendar

Reservation Id: Event Name: Quick Search Show Cancelled

Reservations

ID	NAME	GROUP	FIRST BOOKING	LAST BOOKING	STATUS	LOCATION	HAS SERVICES
7249	TEST - NEW	Student Center Director's Office	6/19/2014 Thu	6/19/2014 Thu	Approved	Student Center - 363	No

Powered by ems

Check Status— PG 1

http://iweb.uky.edu/VirtualEms/ReservationSummary.aspx?dat Virtual EMS - Reservation S...

View Favorites Tools Help

Reservation for Student Center Director's Office beginning 6/19/2014 - Message (HTML)

File Message Adobe PDF

From: hannah.centers@uky.edu Sent: Tue 2/11/2014 9:26 AM
To: Centers, Hannah K
Cc:
Subject: Reservation for Student Center Director's Office beginning 6/19/2014

Message Student+Center+Event+Confirmation-7249.pdf (36 KB)

Thank you for your reservation. Please see the attached confirmation letter for details. If you have any questions or concerns, please feel free to contact Student Center Event Management staff at 859-257-5781 or email Ashley.Casteel@uky.edu or Hannah.Centers@uky.edu.

Reservation No: 7249
Group: Student Center Director's Office

Summary of Bookings

Date	Start	End Building	Room	Status
6/19/2014 Thu	8:00 AM	9:00 AM 0030	363	Approved

Student Center Reservation Guidelines

Failure to comply with the following policies and guidelines may result in the loss of privileges in the Student Center and/or assessment of fees:

- All events must be in compliance with Student Center and University rules and regulations (i.e., university alcohol policy and sell/solicit policy). The complete list of university regulations can be found at <http://www.uky.edu/regs/gr.htm>.
- All reservations must be made by a university department or an officer of a registered student organization (as listed on the organization's registration form). The reserving department or organization must be the user of the space and present at the event. A 48-hour minimum notice for reservations is appreciated.
- The sponsoring organization/ department must take proper care of the building and its equipment and will be financially responsible for any damage resulting from abuse or neglect.
- Any food provided in the Student Center must be provided by U.K. Catering (257-1741) unless a specific exemption is granted by the UK Executive Director of Dining and the Student Center Director.
- The sponsoring organization/department is responsible for leaving the room in the same condition as when the meeting/event started.
- The Student Center can serve each group only to the extent that information is supplied to the Event Management Office. Please be accurate, complete, and timely in requesting room reservations, set-ups, and additional audio/visual equipment.
- Specific rooms requested will be assigned when possible, but Event Management reserves the right to make changes when necessary.

Click on a photo to see social network updates and email messages from this person.

Check Status— PG 2

[MENU](#)



Student Center Director's Office
 209 Student Center
 Lexington KY 40506
 859-257-5781 / 859-323-1024

Student+Center+Event+Confirmation

Group	Reservation:	7249
Hannah Centers	Event Name:	TEST
Student Center Director's Office	Status:	Approved
209 Student Center Director's Office	Phone:	257-5781
Campus 0030	Fax:	859-323-1024
	Email Address:	hksmil2@uky.edu
	Estimated Attendance:	0
	Actual Attendance:	0

Bookings / Details Quantity Price Amount

Thank you for your reservation. Please see the attached confirmation letter for details. If you have any questions or concerns, please feel free to contact Student Center Event Management staff at 859-257-5781 or email Ashley.Casteel@uky.edu or Hannah.Centers@uky.edu.

Thursday, June 19, 2014

8:00 AM - 9:00 AM TEST (Approved) 211
 Special

Student Center Reservation Guidelines

Failure to comply with the following policies and guidelines may result in the loss of privileges in the Student Center and/or assessment of fees:

- All events must be in compliance with Student Center and University rules and regulations (i.e., university alcohol policy and sell/solicit policy). The complete list of university regulations can be found at <http://www.uky.edu/regs/gr.htm>.

http://iweb.uky.edu/VirtualEms/ReservationSummary.aspx?dat Virtual EMS - Reservation S...

View Favorites Tools Help

Reservation for Student Center Director's Office beginning 6/19/2014 - Message (HTML)

File Message Adobe PDF

From: hannah.centers@uky.edu Sent: Tue 2/11/2014 9:26 AM
 To: Centers, Hannah K
 Cc:
 Subject: Reservation for Student Center Director's Office beginning 6/19/2014

Message Student+Center+Event+Confirmation-7249.pdf (36 KB)

Thank you for your reservation. Please see the attached confirmation letter for details. If you have any questions or concerns, please feel free to contact Student Center Event Management staff at 859-257-5781 or email Ashley.Casteel@uky.edu or Hannah.Centers@uky.edu.

Reservation No: 7249
 Group: Student Center Director's Office

Summary of Bookings

Date	Start	End Building	Room	Status
6/19/2014 Thu	8:00 AM	9:00 AM 0030	363	Approved

Student Center Reservation Guidelines

Failure to comply with the following policies and guidelines may result in the loss of privileges in the Student Center and/or assessment of fees:

- All events must be in compliance with Student Center and University rules and regulations (i.e., university alcohol policy and sell/solicit policy). The complete list of university regulations can be found at <http://www.uky.edu/regs/gr.htm>.
- All reservations must be made by a university department or an officer of a registered student organization (as listed on the organization's registration form). The reserving department or organization must be the user of the space and present at the event. A 48-hour minimum notice for reservations is appreciated.
- The sponsoring organization/ department must take proper care of the building and its equipment and will be financially responsible for any damage resulting from abuse or neglect.
- Any food provided in the Student Center must be provided by U.K. Catering (257-1741) unless a specific exemption is granted by the UK Executive Director of Dining and the Student Center Director.
- The sponsoring organization/department is responsible for leaving the room in the same condition as when the meeting/event started.
- The Student Center can serve each group only to the extent that information is supplied to the Event Management Office. Please be accurate, complete, and timely in requesting room reservations, set-ups, and additional audio/visual equipment.
- Specific rooms requested will be assigned when possible, but Event Management reserves the right to make changes when necessary.

Click on a photo to see social network updates and email messages from this person.

http://iweb.uky.edu/VirtualEms/ReservationSummary.aspx?dat Virtual EMS - Reservation S...

View Favorites Tools Help

Reservation for Student Center Director's Office beginning 6/19/2014 - Message (HTML)

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Summary of Bookings

Date	Start	End	Building	Room	Status
6/19/2014 Thu	8:00 AM	9:00 AM	0030	363	Approved

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Click on a photo to see social network updates and email messages from this person.



Student Center Director's Office
 209 Student Center
 Lexington KY 40506
 859-257-5781 / 859-323-1024

Student+Center+Event+Confirmation

Group	Reservation:	7249
Hannah Centers	Event Name:	TEST - NEW
Student Center Director's Office	Status:	Approved
209 Student Center Director's Office	Phone:	257-5781
Campus 0030	Fax:	859-323-1024
	Email Address:	hksmil2@uky.edu
	Event Type:	Meeting
	Estimated Attendance:	0
	Actual Attendance:	0

Bookings / Details	Quantity	Price	Amount
---------------------------	-----------------	--------------	---------------

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Thursday, June 19, 2014

8:00 AM - 9:00 AM TEST - NEW (Approved) 363

Reserved: 7:30 AM - 9:00 AM

Lecture for 56

Student Center Reservation Guidelines

Failure to comply with the following policies and guidelines may result in the loss of privileges in the Student Center and/or assessment of fees:

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- All reservations must be made by a university department or an officer of a registered student organization (as listed on the organization's registration form). The reserving department or organization must be the user of the space and present at the event. A 48-hour minimum notice for reservations is appreciated.
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Reservation Details

Attachments

[Back to My Requests](#)

Reservation Id 7249
Event Name TEST - NEW
Event Type Meeting
Group Name Student Center Director's Office
1st Contact Name Hannah Centers
Phone 257-5781

- [Edit Reservation](#)
- [Add Booking](#)
- [Cancel Bookings](#)
- [Cancel All Bookings](#)
- [Service Availability](#)
- [View Reservation Summary](#)
- [Add booking to personal calendar](#)
- [Booking Tools](#)

All **Current** Historical

Bookings

ACTIONS	SERVICES	DATE ^	TIME	TITLE	LOCATION	STATUS	SETUP
 		6/19/2014 Thu	8:00 AM - 9:00 AM	TEST - NEW	363	Approved	Lecture (56)

Booking Details

[Back To Reservation Details](#)

Event Name	TEST - NEW	Group	Student Center Director's Office
Date	Thursday, June 19, 2014	Setup Type	Lecture (56)
Location	363	Status	Approved
Event Time	8:00 AM - 9:00 AM	Event Type	Meeting

Available Services

Existing Services

- [Additional Information](#)
- [Student Center Equipment](#)
- [Student Center Furniture](#)
- [UK Catering](#)
- [University Sound & Lights - No Resources Available](#)

Powered by 

Booking Details

[Back To Reservation Details](#)

Event Name	TEST - NEW	Group	Student Center Director's Office
Date	Thursday, June 19, 2014	Setup Type	Lecture (56)
Location	363	Status	Approved
Event Time	8:00 AM - 9:00 AM	Event Type	Meeting

Student Center Equipment

AV Equipment

Visual Aids

Billing Information

Cost Center:

Save

Cancel

Booking Details

[Back To Reservation Details](#)

Event Name	TEST - NEW	Group	Student Center Director's Office
Date	Thursday, June 19, 2014	Setup Type	Lecture (56)
Location	363	Status	Approved
Event Time	8:00 AM - 9:00 AM	Event Type	Meeting

Student Center Equipment

AV Equipment

1 AV Cart (empty)

Special Instructions:

- Built-in Screen
- Built-in Video Projector
- Conference Phone
- Extension Cord
- Navigator (for video projector)
- Overhead Projector/Document Camera
- Television (VCR/DVD)

Visual Aids

Billing Information

Cost Center:

Save

Cancel

Booking Details

[Back To Reservation Details](#)

Event Name	TEST - NEW	Group	Student Center Director's Office
Date	Thursday, June 19, 2014	Setup Type	Lecture (56)
Location	363	Status	Approved
Event Time	8:00 AM - 9:00 AM	Event Type	Meeting

Student Center Equipment

AV Equipment

1 A/V Cart (empty)

Special Instructions:

- Built-in Screen
- Built-in Video Projector
- Conference Phone
- Extension Cord
- Navigator (for video projector)
- Overhead Projector/Document Camera
- Television (VCR/DVD)

Visual Aids

Billing Information

Cost Center:

1010001234

Save

Cancel

Booking Details [Back To Reservation Details](#)

Event Name	TEST - NEW	Group	Student Center Director's Office
Date	Thursday, June 19, 2014	Setup Type	Lecture (56)
Location	363	Status	Approved
Event Time	8:00		Meeting

Student Center Equipment

AV Equipment

- 1 A/V Cart (empty)
Special Instructions:
- Built-in Screen
- Built-in Video Projector
- Conference Phone
- Extension Cord
- Navigator (for video projector)
- Overhead Projector/Document Camera
- Television (VCR/DVD)

Visual Aids

Billing Information

Cost Center:


Your request was completed successfully

Reservation Details

Attachments

[Back to My Requests](#)

Reservation Id 7249
Event Name TEST - NEW
Event Type Meeting
PO Number
Group Name Student Center Director's Office
1st Contact Name Hannah Centers
Phone 257-5781

- [Edit Reservation](#)
- [Add Booking](#)
- [Cancel Services](#)
- [Cancel Bookings](#)
- [Cancel All Bookings](#)
- [Service Availability](#)
- [View Reservation Summary](#)
- [Add booking to personal calendar](#)
- [Booking Tools](#)

All **Current** Historical

Bookings

ACTIONS	SERVICES	DATE ^	TIME	TITLE	LOCATION	STATUS	SETUP
		6/19/2014 Thu	8:00 AM - 9:00 AM	TEST - NEW	363	Approved	Lecture (56)

Powered by ems

View Services – PG 1

[Reservation Details](#)[Attachments](#)[Back to My Requests](#)

Reservation Id 7249
Event Name TEST - NEW
Event Type Meeting
PO Number
Group Name [Student Center Director's Office](#)
1st Contact Name Hannah Centers
Phone 257-5781

- [Edit Reservation](#)
- [Add Booking](#)
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- [Cancel All Bookings](#)
- [Service Availability](#)
- [View Reservation Summary](#)
- [Add booking to personal calendar](#)
- [Booking Tools](#)

[All](#)[Current](#)[Historical](#)

Bookings

ACTIONS	SERVICES	DATE ^	TIME	TITLE	LOCATION	STATUS	SETUP
		6/19/2014 Thu	8:00 AM - 9:00 AM	TEST - NEW	363	Approved	Lecture (56)

Student Center Equipment

QUANTITY	ITEM	PRICE	NOTES	SPECIAL INSTRUCTIONS
1	A/V Cart (empty)	\$ 0.00		

Reservation Details

Attachments

[Back to My Requests](#)

Reservation Id 7249
Event Name TEST - NEW
Event Type Meeting
PO Number
Group Name [Student Center Director's Office](#)
1st Contact Name Hannah Centers
Phone 257-5781

- [Edit Reservation](#)
- [Add Booking](#)
- [Cancel Services](#)
- [Cancel Bookings](#)
- [Cancel All Bookings](#)
- [Service Availability](#)
- [View Reservation Summary](#)
- [Add booking to personal calendar](#)
- [Booking Tools](#)

All **Current** Historical

Bookings

ACTIONS	SERVICES	DATE ^	TIME	TITLE	LOCATION	STATUS	SETUP
 	 	6/19/2014 Thu	8:00 AM - 9:00 AM	TEST - NEW	363	Approved	Lecture (56)

Add or Edit Services

Cancel Services – PG 1

Booking Details

[Back To Reservation Details](#)

Event Name	TEST - NEW	Group	Student Center Director's Office
Date	Thursday, June 19, 2014	Setup Type	Lecture (56)
Location	363	Status	Approved
Event Time	8:00 AM - 9:00 AM	Event Type	Meeting
Cost Center	1010001234		

Available Services

- Additional Information
- Student Center Furniture
- UK Catering
- University Sound & Lights - No Resources Available

Existing Services

+ x Student Center Equipment

ACTIONS	QTY	ITEM	PRICE	NOTES	SPECIAL INSTRUCTIONS
	1	Built-in Screen	\$ 0.00		
	1	Built-in Video Projector	\$ 0.00	Client must bring own laptop when using the Student Center video projector.	
	1	Navigator (for video projector)	\$ 0.00		

Powered by  ems

Booking Details

Event Name
Date
Location
Event Time
Cost Center

Available Services

Additional Information
Student Center Furniture
UK Catering
University Sound & Lights - No
Resources Available

Message from webpage

Are you sure you wish to cancel this item?

OK Cancel

Student Center Director's Office
Lecture (56)
Approved
Meeting

Student Center Equipment

ACTIONS	QTY	ITEM	PRICE	NOTES	SPECIAL INSTRUCTIONS
	1	Built-in Screen	\$ 0.00		
	1	Built-in Video Projector	\$ 0.00	Client must bring own laptop when using the Student Center video projector.	
	1	Navigator (for video projector)	\$ 0.00		

Powered by ems

Student Center Request

When and Where

Date: 2/13/2014 Thu Recurrence
Start Time: 5:45 AM End Time: 6:45 AM
Facilities: Student Center

Setup Information

Attendance: 10
Setup Type: Exhibit/Fair

Availability Filters

Room Type: (all)
Floor: (all)

Find Space

Selected Locations

014 16 Hours

8 9 10 11 12 P 1 2 3 4 5 6 7 8 9 10

Message from webpage

Request violates building hours

OK

Violate Building Hours

MENU

Student Center Request

Info Location Details

When and Where

Date: *
2/13/2014 Thu
Start Time: *
8:15 AM
End Time:
9:15 AM

Facilities:
Student Center

Setup Information

Attendance: *
10
Setup Type: *
Boardroom

Availability Filters

Room Type:
(all)
Floor:
(all)

Find Space

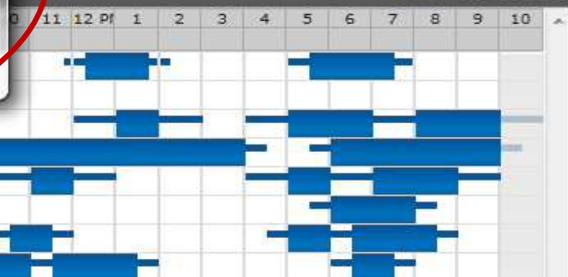
Message from webpage

 Request would create a conflict with another booking

OK

Locations

16 Hours



Conflict with Another Booking

Student Center Request

When and Where

Date: 2/13/2014 Thu
Start Time: 9:00 AM
End Time: 10:00 AM

Facilities: Student Center

Setup Information

Attendance: 10
Setup Type: Boardroom

Availability Filters

Room Type: (all)
Floor: (all)

Find Space

Message from webpage

Warning icon: First available booking date violation

OK

Selected Locations

16 Hours



First Available Booking Date Violation

[MENU](#)



Our Space



Reservations



My Account



Admin

Resources



Help

Welcome Hannah Centers

Current

Historical

Calendar

Reservation Id:

Event Name:

Quick Search

Show Cancelled

Reservations

ID	NAME	GROUP	FIRST BOOKING ^	LAST BOOKING	STATUS	LOCATION	HAS SERVICES
7249	TEST - NEW	Student Center Director's Office	6/19/2014 Thu	6/19/2014 Thu	Approved	Student Center - 363	Yes

Powered by ems

Add Booking – PG 1

Reservation Details

Attachments

[Back to My Requests](#)

Reservation Id 7249
Event Name TEST - NEW
Event Type Meeting
PO Number
Group Name Student Center Director's Office
1st Contact Name Hannah Centers
Phone 257-5781

- [Edit Reservation](#)
- [Add Booking](#)
- [Cancel Services](#)
- [Cancel Bookings](#)
- [Cancel All Bookings](#)
- [Service Availability](#)
- [View Reservation Summary](#)
- [Add booking to personal calendar](#)
- [Booking Tools](#)

All Current Historical

Bookings

ACTIONS	SERVICES	DATE ^	TIME	TITLE	LOCATION	STATUS	SETUP
 	 	6/19/2014 Thu	8:00 AM - 9:00 AM	TEST - NEW	363	Approved	Lecture (56)

ns/RoomRequest.aspx?data=QHE Virtual EMS - Room Request Organization Details | Universit...

Student Center

Our Space Reservations My Account Admin Resources Help Welcome Hannah Centers

Reservation Details [Back To Reservation Details](#)

Reservation Id 7249 **Group Name** Student Center Director's Office
Event Name TEST - NEW **1st Contact Name** Hannah Centers
Event Type Meeting **Phone** 257-5781
2nd Contact Name
Phone

Student Center Request

When and Where

Date: 2/27/2014 Thu Recurrence
Start Time: 3:15 PM End Time: 4:15 PM
Facilities: Student Center

Setup Information

Attendance: 10
Setup Type: Boardroom

Availability Filters

Room Type: (all)
Floor: (all)
Find Space

Location

No rooms currently selected
List Grid

Thursday, February 27, 2014 16 Hours

Room	Cap	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10
Student Center																	
+ 117	12																
+ 119	14																
+ 206	20																
+ 251	12																
+ 357	16																
+ 359	20																
+ 363	20																
+ 203	22																

Select

Add Booking – PG 3

Reservation Details

[Back To Reservation Details](#)

Reservation Id 7249 **Group Name** Student Center Director's Office
Event Name TEST - NEW **1st Contact Name** Hannah Centers
Event Type Meeting **Phone** 257-5781
2nd Contact Name
Phone

Student Center Request

When and Where

Date: 2/27/2014 Thu
Start Time: 3:15 PM End Time: 4:15 PM
Facilities: Student Center

Setup Information

Attendance: 10
Setup Type: Boardroom

Availability Filters

Room Type: (all)
Floor: (all)

Location

Selected Locations

DATE	HOLIDAYS	START	END	LOCATION	STATUS	SETUP COUNT	CONFLICT
2/27/2014 Thu		3:15 PM	4:15 PM	203	Request	10	

Thursday, February 27, 2014 16 Hours

Room	Cap	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10
Student Center																	
+ 117	12																
+ 119	14																
+ 206	20																
+ 251	12																
+ 357	16																
+ 359	20																
+ 363	20																
+ 203	22																

Add Booking – PG 4

Our Space Reservations My Account Admin Resources Help Welcome Hannah Centers

Reservation Details [Back To Reservation Details](#)

Reservation Id 7249 **Group Name** Student Center Director's Office
Event Name TEST - NEW **1st Contact Name** Hannah Centers
Event Type Meeting **Phone** 257-5781
2nd Contact Name
Phone

Student Center Request

Location

When and Where

Date: 2/27/2014 Thu Recurrence
Start Time: 3:15 PM End Time: 4:15 PM
Facilities: Student Center

Setup Information

Attendance: 10
Setup Type: Boardroom

Availability Filters

Room Type: (all)
Floor: (all)

Find Space

Submit

Message from webpage
Request completed successfully
OK

Selected Locations

END	LOCATION	STATUS	SETUP COUNT	CONFLICT
4:15 PM	203	Request	10	

16 Hours

Add Booking – PG 5

MENU

Student Center Request

Info Location Details

When and Where

Date: * 2/13/2014 Thu **Recurrence**
Start Time: * End Time: *
Facilities: Student Center

Setup Information

Attendance: * 0
Setup Type: *

Availability Filters

Room Type: (all)
Floor: (all)

Find Space

The information provided below is a request for space at the University of Kentucky Student Center. The Student Center Event Management Office will review the information and will email you regarding the status of your request. Due to the high volume of requests, please allow 48 hours for processing.

*For ballrooms, please contact the Student Center Event Management Office directly- 859-257-5781.

INSTRUCTIONS

When and Where

1. Enter the desired event date or select a date from the calendar (click **recurrence** for recurring meetings).

2. Enter the start and end time of event. **DO NOT INCLUDE SET-UP TIME.**

Set-Up Information

1. Specify the number of people expected to attend the event.

2. Select your preferred room set-up from the list of options.

3. Click on **Find Space** for a listing of available rooms then select your preferred room from the right side of the screen.

4. Please view and agree to the Student Center Policies and click **Submit**.

Details Tab

1. Complete the questions in this section to provide us with more specific details about your event needs.

Furniture

1. If necessary, add tables or chairs by clicking the + to expand the section. Place a checkmark by the items you wish to request and enter the quantity needed.

Student Center Request

When and Where

Date: 2/13/2014 Thu

Start Time: End Time:

Facilities: Student Center

Setup Information

Attendance: 0

Setup Type:

Availability Filters

Room Type: (all)

Floor: (all)

Find Space

Recurrence

Time

Start Time: 3:15 PM End Time: 4:15 PM

Recurrence Pattern

Daily Weekly Monthly Random

Recur every 1 week(s) on:

Sun Mon Tue Wed **Thu** Fri Sat

Range of Recurrence

Start Date: 2/13/2014 Thu

End after: 1 occurrences

End by: 2/13/2014 Thu

Apply Recurrence Remove Recurrence

Must unselect DEFAULT day of week, then select desired day of week for recurrence.

Student Center Request

Info Location Details

When and Where

Occurs every 3 week(s) on Wednesday effective 2/13/2014 until 2/19/2014 from 3:15 PM to 4:15 PM

Recurrence

Facilities:

Student Center

Setup Information

Attendance:*
5

Setup Type:*
Lecture

Availability Filters

Room Type:
(all)

Floor:
(all)

Find Space

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*For ballrooms, please contact the Student Center Event Management Office directly- 859-257-5781.

INSTRUCTIONS

When and Where

1. Enter the desired event date or select a date from the calendar (click **recurrence** for recurring meetings).

2. Enter the start and end time of event. **DO NOT INCLUDE SET-UP TIME.**

Set-Up Information

1. Specify the number of people expected to attend the event.

2. Select your preferred room set-up from the list of options.

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4. Please view and agree to the Student Center Policies and click **Submit**.

Details Tab

1. Complete the questions in this section to provide us with more specific details about your event needs.

Furniture

1. If necessary, add tables or chairs by clicking the + to expand the section. Place a checkmark by the items you wish to request and enter the quantity needed.

Student Center Request

Info Location Details

When and Where
Occurs every Wednesday week(s)
effective 2/13/2014 until 2/26/2014 from
3:15 PM to 4:15 PM
Recurrence

Facilities:
Student Center

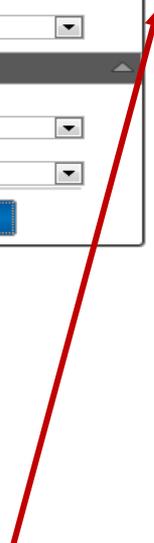
Setup Information
Attendance:*
5
Setup Type:*
Lecture

Availability Filters
Room Type:
(all)
Floor:
(all)
Find Space

Selected Locations
No rooms currently selected
List Grid

Availability

SELECT	AVAILABLE	LOCATION	CAPACITY	PRICE
Request				
+	2/2	205	32	
+	1/2	111	54	
+	1/2	Center Theater	220	
+	1/2	363	63	
+	1/2	359	45	



Student Center Request

When and Where

Occurs every Wednesday week(s)
effective 2/13/2014 until 2/26/2014 from
3:15 PM to 4:15 PM

Recurrence

Facilities:

Student Center

Setup Information

Attendance:*

5

Setup Type:*

Lecture

Availability Filters

Room Type:

(all)

Floor:

(all)

Find Space

Search Remaining Dates

Info Location Details

Selected Locations

DATE	HOLIDAYS	START	END	LOCATION	STATUS	SETUP COUNT	CONFLICT
2/19/2014 Wed		3:15 PM	4:15 PM	359	Request	5	

List Grid

Availability

SELECT	AVAILABLE	LOCATION	CAPACITY	PRICE
Request				
<input type="checkbox"/>	2/2	205	32	
<input type="checkbox"/>	1/2	111	54	
<input type="checkbox"/>	1/2	Center Theater	220	
<input type="checkbox"/>	1/2	363	63	

I have read and agree to the terms and conditions [View](#)

Continue

Student Center Request

Info Location Details

When and Where

Occurs every Wednesday week(s) effective 2/13/2014 until 2/26/2014 from 3:15 PM to 4:15 PM

Recurrence

Facilities:
Student Center

Setup Information

Attendance:**
5

Setup Type:**
Lecture

Availability Filters

Room Type:
(all)

Floor:
(all)

Find Space

Search Remaining Dates

Selected Locations

DATE	HOLIDAYS	START	END	LOCATION	STATUS	SETUP COUNT	CONFLICT
2/19/2014 Wed		3:15 PM	4:15 PM	359	Request	5	

List Grid

Availability

SELECT	AVAILABLE	LOCATION	CAPACITY	PRICE
Request				
<input type="checkbox"/>	1/1	Center Theater	220	
<input type="checkbox"/>	1/1	205	32	

I have read and agree to the terms and conditions [View](#)

Continue

Student Center Request

Info Location Details

When and Where

Occurs every Wednesday week(s)
effective 2/13/2014 until 2/26/2014 from
3:15 PM to 4:15 PM

Recurrence

Facilities:

Student Center

Setup Information

Attendance:*

5

Setup Type:*

Lecture

Availability Filters

Room Type:

(all)

Floor:

(all)

Find Space

Selected Locations

DATE	HOLIDAYS	START	END	LOCATION	STATUS	SETUP COUNT	CONFLICT
2/19/2014 Wed		3:15 PM	4:15 PM	359	Request	5	
2/26/2014 Wed		3:15 PM	4:15 PM	205	Request	5	

List Grid

Availability

SELECT	AVAILABLE	LOCATION	CAPACITY	PRICE
Request				
<input type="checkbox"/>	1/1	Center Theater	220	

I have read and agree to the terms and conditions [View](#)

Continue

Our Space Reservations My Account Admin Resources Help Welcome Hannah Centers

Student Center Request

Info Location Details

When and Where

Occurs every Wednesday week(s) effective 2/13/2014 until 2/26/2014 from 3:15 PM to 4:15 PM

Recurrence

Facilities:
Student Center

Setup Information

Attendance: 5

Setup Type: Lecture

Availability Filters

Room Type: (all)

Floor: (all)

Find Space

Event Details

Event Name: * [] Event Type: * []

Group Details

Group: * Student Center Director's Off []

1st Contact: * []

Phone: * []

Email: * []

Attachments

Attach File

Other Information

Cost Center Number (Required for UK Departments, Student Orgs enter N/A): *

Provide names of non-university organizations and/or speakers that will be involved with your event:

Will you be selling or soliciting at this event (i.e., fundraiser, door prize, etc)?:
No []

Please describe any sell or solicit activities:

Additional Information

Student Center Equipment

AV Equipment

Visual Aids

Student Center Furniture

Lectern

Misc.

T-Stands/Easels

UK Catering

UK Catering

I have read and agree to the terms and conditions View

Submit



Our Space



Reservations



My Account



Admin

Resources



Help

Welcome

Hannah Centers

Home



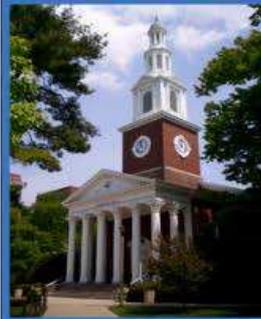
Student Center Requests



Promotion Table Requests



Outdoor Requests



Memorial Hall Requests



Tailgate Requests

Notes: Virtual EMS Tailgate Requests are only available to UK Departments. Requests by UK Departments will be accepted beginning July 1, 2013. Registered Student Organizations must be made in person or via the RSO Tailgate Pilot Program Form.

Today's events:



Today in the Student Center



Today in Memorial Hall



Today in Outdoor Locations

Welcome to Virtual EMS at UK!

Welcome to the virtual scheduling system for the University of Kentucky Student Center, Memorial Hall, outdoor space and tailgating space on campus. Event Management System (EMS) provides the campus community a tool to view space availability and schedule location for your campus events.

To Schedule an Event:

You must have an EMS account before requesting space on-line. Once you have an EMS account, select **My Account, Login** and follow the instructions provided on the pages by the Event Management System.



Student Center Request

Info

Location

Details

When and Where

Date:*

2/15/2014 Sat

Recurrence

Start Time:*

End Time:*

Facilities:

Student Center

Setup Information

Attendance:*

0

Setup Type:*

Availability Filters

Room Type:

(all)

Floor:

(all)

Find Space

The information provided below is a request for space at the University of Kentucky Student Center. The Student Center Event Management Office will review the information and will email you regarding the status of your request. Due to the high volume of requests, please allow 48 hours for processing.

*For ballrooms, please contact the Student Center Event Management Office directly- 859-257-5781.

INSTRUCTIONS

When and Where

1. Enter the desired event date or select a date from the calendar (click **recurrence** for recurring meetings).

2. Enter the start and end time of event. **DO NOT INCLUDE SET-UP TIME.**

Set-Up Information

1. Specify the number of people expected to attend the event.

2. Select your preferred room set-up from the list of options.

3. Click on **Find Space** for a listing of available rooms then select your preferred room from the right side of the screen.

4. Please view and agree to the Student Center Policies and click **Submit**.

Details Tab

1. Complete the questions in this section to provide us with more specific details about your event needs.

Furniture

1. If necessary, add tables or chairs by clicking the + to expand the section. Place a checkmark by the items you wish to request and enter the quantity needed.

2. If you need additional equipment that you were unable to request in this section then please specify those needs in the **Additional Information** section.

Fill out fields with an asterisk.
Then select, find space.

Note the sample uses the Student Center request form. Files can be uploaded to any request type.



Our Space



Reservations



My Account



Admin

Resources



Help

Welcome Hannah Centers

Student Center Request

Info

Location

Details

When and Where

Date:*

2/22/2014 Sat

Recurrence

Start Time:*

5:00 PM

End Time:*

6:00 PM

Facilities:

Student Center

Setup Information

Attendance:*

10

Setup Type:*

Lecture

Availability Filters

Room Type:

(all)

Floor:

(all)

Find Space

Selected Locations

No rooms currently selected

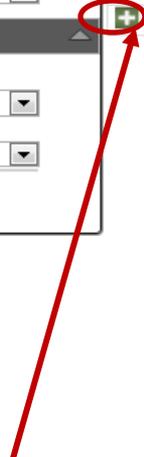
List

Grid

Saturday, February 22, 2014

16 Hours

Room	Cap	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10
Student Center																	
+ 111	54																
+ 206	88																
+ 249	77																
+ Center Theater	220																
+ 357	46																
+ 359	45																
+ 363	63																
+ 205	32																



Upload File – PG 3

Student Center Request

Info Location Details

When and Where

Date: 2/22/2014 Sat Recurrence
Start Time: 5:00 PM End Time: 6:00 PM
Facilities: Student Center

Setup Information

Attendance: 10
Setup Type: Lecture

Availability Filters

Room Type: (all)
Floor: (all)

Find Space

Selected Locations

DATE	HOLIDAYS	START	END	LOCATION	STATUS	SETUP COUNT	CONFLICT
2/22/2014 Sat		5:00 PM	6:00 PM	205	Request	10	

List Grid

Saturday, February 22, 2014

16 Hours

Room	Cap	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10
Student Center																	
+ 111	54																
+ 206	88																
+ 249	77																
+ Center Theater	220																
+ 357	46																
+ 359	45																
+ 363	63																
+ 205	32																

I have read and agree to the terms and conditions [View](#)

Continue

Upload File – PG 4

Student Center Request

[Info](#)
[Location](#)
[Details](#)

When and Where

Date: *
2/22/2014 Sat Recurrence

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

Facilities:
Student Center

Setup Information

Attendance: *
10

Setup Type: *
Lecture

Availability Filters

Room Type:
(all)

Floors:
(all)

Event Details

Event Name: *
Test Event

Event Type: *
Meeting

Group Details

Group: *
Student Center Director's Off

1st Contact: *
Hannah Centers

Phone: * 257-5781 Fax:

Email: *
hksmil2@uky.edu

Attachments

Other Information

Cost Center Number (Required for UK Departments, Student Orgs enter N/A): *

Provide names of non-university organizations and/or speakers that will be involved with your event:

Will you be selling or soliciting at this event (i.e., fundraiser, door prize, etc)?:

No

Please describe any sell or solicit activities:

Additional Information

Student Center Equipment

 AV Equipment Visual Aids

Student Center Furniture

 Lectern Misc. T-Stands/Easels

UK Catering

 UK Catering I have read and agree to the terms and conditions [View](#)

Upload File – PG 5

Fill out parts of form with asterisk. Select Attach File. Select file from your documents, then select submit.

[MENU](#)