EMS Reservations and Scheduling Guidelines

UTD Student Union
Reservations and Scheduling Office
SU 2.422
972 883-6158
Office Hours: Monday-Friday 8:30am – 5pm
reservations@utdallas.edu

https://facebook.com/studentunion
What is EMS?

The Student Unions Facilities and Operations department uses the “Event Management Software” (EMS), to accept and process reservation request submitted by 360+ registered student organizations and sponsored student groups.

UTD faculty and staff may also submit reservation request using EMS.

Reservation requests are processed on a first-come, first serve bases.
How do I locate and access EMS?

EMS Login Page:
• https://reserve.utdallas.edu/VirtualEMS/

Student Union Webpage:
• http://www.utdallas.edu/union/

UTD Event Planning Guide:
• http://www.utdallas.edu/events/process/room_reservation/
• Orgsync (Student Organizations)
What can I request using EMS?

Registered Student Organization & Student Sponsored Groups

- Student Union
- Student Services Building
- Student Services Addition
- SU Dining Hall (formerly called the faculty/staff dining hall)
- The Pub
- SU Mall (Plinth, and/or Chess Grounds Area)
- Booths inside or outside the Student Union
- Various rooms individually managed throughout campus
- Classrooms, Lecture Halls, Auditoriums, Atriums, located in the academic buildings (managed by the Registrars office)

UTD Faculty & Staff

- Student Union
- Student Services Building
- Student Services Addition
- SU Dining Hall (formerly called the faculty/staff dining hall)
- SU Mall (Plinth, and/or Chess Grounds Area)
- Booths inside or outside the Student Union
# Scheduling and Usage Time

<table>
<thead>
<tr>
<th>Group</th>
<th>Building</th>
<th>Reservable Time Period</th>
<th>Scheduling Opens On</th>
<th>Can Schedule Events Through</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student Groups</strong></td>
<td>Student Union Student Services Building Student Services Addition Student Union Mall</td>
<td>Fall semester</td>
<td>June 1&lt;sup&gt;st&lt;/sup&gt;.</td>
<td>December</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Spring/Summer semester</td>
<td>Mid-November</td>
<td>August, the day before the first date of fall classes</td>
</tr>
<tr>
<td><strong>All other available spaces outside of the Student Union</strong></td>
<td>Fall semester</td>
<td>June 1&lt;sup&gt;st&lt;/sup&gt;.</td>
<td>December</td>
<td></td>
</tr>
<tr>
<td><strong>All other available spaces outside of the Student Union</strong></td>
<td>Spring semester</td>
<td>Early November</td>
<td>End of Spring Semester</td>
<td>August, the day before the first date of fall classes</td>
</tr>
<tr>
<td></td>
<td>Summer semester</td>
<td>April-once registrars office sets class schedule for Summer</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Faculty &amp; Staff</strong></td>
<td>Student Union Student Services Building Student Services Addition Student Union Mall</td>
<td>Fall semester</td>
<td>August 1&lt;sup&gt;st&lt;/sup&gt;.</td>
<td>December</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Spring/Summer semester</td>
<td>Late November</td>
<td>August, the day before the first date of fall classes</td>
</tr>
</tbody>
</table>
How early in advance can I request a booking?

The “Date and Time” section appears in the left column on any template you select to “Create a Reservation”. The first date that appears in the calendar (preset), is the earliest date that you can submit a request using the template you picked.

Here is a breakdown:

**FIVE (5) days** in advance of usage date: *Student Union, Student Services Building, Student Services Addition Meeting Rooms, SU Mall Areas, and Booths*

**FOURTEEN (14) days** in advance of usage date: *SSA Auditorium*: (Student Groups are required to have an RUO, Responsible University Official, present for the entire event).

**SEVEN (7) days** in advance of the usage date: *Rooms outside the Student Union without media:*

**TWELVE (12) days** in advance of the usage date: *Rooms outside of the Student Union with media.*

Due to very high demand and limited space, we recommend that you submit your request as far in advance as possible to increase your chances of securing your desired location.
# Room Usage Parameters & Limits

<table>
<thead>
<tr>
<th>Room/Location</th>
<th>A/V Available</th>
<th>Room Setup</th>
<th>Food</th>
<th>Meeting Type</th>
<th>Weekends</th>
</tr>
</thead>
<tbody>
<tr>
<td>Galaxy rooms</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes (pre-approval required for student groups)</td>
<td>2 hour limit per booking</td>
<td>Yes – 6 hour limit per booking</td>
</tr>
<tr>
<td>Student Union - Phoenix / Gemini / Pegasus</td>
<td>Yes</td>
<td>No (rooms pre-set)</td>
<td>Yes (pre-approval required for student groups)</td>
<td>2 hour limit per booking</td>
<td>Yes</td>
</tr>
<tr>
<td>Student Union Mall – Plinth / Chess Plaza</td>
<td>Yes</td>
<td>n/a</td>
<td>Yes (pre-approval required for student groups)</td>
<td>n/a</td>
<td>Yes</td>
</tr>
<tr>
<td>Booths – Indoor &amp; Outdoor Upper &amp; Lower Level</td>
<td>No</td>
<td>n/a</td>
<td>Yes (pre-approval required for student groups)</td>
<td>n/a</td>
<td>Yes</td>
</tr>
</tbody>
</table>
## Room Usage Parameters & Limits - cont’d

<table>
<thead>
<tr>
<th>Room/Location</th>
<th>A/V Available</th>
<th>Room Setup</th>
<th>Food</th>
<th>Meeting Type</th>
<th>Weekends</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Services Building, SSB</td>
<td>No</td>
<td>Circle of Chairs Mini-Conference</td>
<td>Yes (pre-approval required for student groups)</td>
<td>2 hour limit per booking</td>
<td>No</td>
</tr>
<tr>
<td>2.102</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Services Addition – Theatre</td>
<td>Yes</td>
<td>n/a</td>
<td>No (inside Theatre) Yes (Theatre Lobby)</td>
<td>2 hour limit per booking</td>
<td>Yes</td>
</tr>
<tr>
<td>Student Services Addition –</td>
<td>Yes</td>
<td>Classroom Lecture</td>
<td>Yes (pre-approval required for student groups)</td>
<td>2 hour limit per booking</td>
<td>Yes</td>
</tr>
<tr>
<td>Multipurpose rooms</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SU Dining Hall</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes (Chartwells Catering Required)</td>
<td>2 hour limit per booking</td>
<td>Friday (only) - during Fall &amp; Spring Semesters</td>
</tr>
<tr>
<td>The Pub (stage only)</td>
<td>Yes</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>Yes</td>
</tr>
</tbody>
</table>

*Note: Parameters and Limits only apply to scheduling inventory that is managed by Student Affairs – Student Union, Facilities and Operations*
Student Services Addition

Reservable Rooms/Areas:

• SSA Auditorium (536 seats).

• SSA lobby area (included when you book the auditorium).

• (6) Multipurpose rooms, (LCD/Television pre-installed) a UTD Media Services request is not required.
  SSA 12.471
  SSA 14.244
  SSA 14.245
  SSA 14.265
  SSA 14.467
  SSA 14.510

• Several booth locations

*Note: The “Gaming Wall/Area”, is not included in the EMS scheduling inventory. The Director of the Student Union, Dan Goodwin, will consider request, via email, to book that location on a case-by-case basis.
Student Service Addition Auditorium- cont’d

• A/V support is provided by UTD Media Services department
• 14 days advance lead time is required to book the SSA Auditorium
  
  *(UTD Media Services requires 2 weeks' notice to arrange a/v support)*
• A minimum of 100 attendees must be expected on the actual date of the event to book the theater.
  
  *(This does not apply to rehearsals)*
• The Student Union Facilities and Operations Office, will request UTD Media services support for registered student organization and sponsored student group events.
• Faculty/Staff are required to submit a service order to UTD Media Services, directly.

**FOOD/BEVERAGES are PROHIBITED INSIDE THE SSA AUDITORIUM,** however certain food and beverage items will be permitted in the lobby area pending approval on a case by case basis.

With the exception of red beverages, food and drinks are allowed in the multi-purpose rooms.

As with all other campus locations, Chartwells Catering must be given the first right of refusal to provide food services.
# Galaxy Room, SU Dining Hall, and Student Services Addition Room Charges

<table>
<thead>
<tr>
<th>Room Sizes and Numbers</th>
<th>Departmental Charges Billed to Cost Center</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Half Day (1-4 hours)</td>
</tr>
<tr>
<td>1 Galaxy Room</td>
<td>$50</td>
</tr>
<tr>
<td>2 Galaxy Rooms</td>
<td>$100</td>
</tr>
<tr>
<td>3 Galaxy Rooms</td>
<td>$150</td>
</tr>
<tr>
<td>Full SU Dining Hall</td>
<td>$100</td>
</tr>
<tr>
<td>SU Dining Hall Side A</td>
<td>$50</td>
</tr>
<tr>
<td>SU Dining Hall Side B</td>
<td>$50</td>
</tr>
<tr>
<td>Student Services Addition Auditorium</td>
<td>$200</td>
</tr>
<tr>
<td>Cancellation Fee (less than 24-hour “email” notification)</td>
<td>$100</td>
</tr>
</tbody>
</table>

*Note: Fees do not apply to Registered Student Organizations or Sponsored Student Groups*
<table>
<thead>
<tr>
<th>Service Description</th>
<th>Departmental Charges Billed to Cost Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>LCD projector w/audio cable (iPod or laptop and one wired mic. Galaxy Rooms only)</td>
<td>$25</td>
</tr>
<tr>
<td>DVD player</td>
<td>$10</td>
</tr>
<tr>
<td>Wireless Lapel Microphone</td>
<td>$5</td>
</tr>
<tr>
<td>Wireless Handheld Microphone</td>
<td>$5</td>
</tr>
<tr>
<td>Tabletop Microphone</td>
<td>$5</td>
</tr>
<tr>
<td>Wired Microphone w/Podium or Stand</td>
<td>$5</td>
</tr>
<tr>
<td>Televisions with DVD Players</td>
<td>$10</td>
</tr>
<tr>
<td>Portable Sound System</td>
<td>$50</td>
</tr>
<tr>
<td>(eight channel mixer, CD player or MP3 plug-in, two JBL speakers w/stands, one wired microphone--for use only for bands/DJs in Galaxy Rooms, at Plinth or outside mall area)</td>
<td></td>
</tr>
<tr>
<td>Stage Pieces (Includes steps and handrails, two pieces)</td>
<td>$10</td>
</tr>
<tr>
<td>Additional Stage Pieces (over two)</td>
<td>$10</td>
</tr>
<tr>
<td>Dance Floor (Half)</td>
<td>$20</td>
</tr>
<tr>
<td>Dance Floor (Full)</td>
<td>$40</td>
</tr>
</tbody>
</table>
What is a booth?

• A booth consists of a single (1) rectangular table and two (2) chairs.

Scheduling Guidelines:

• Booth requests are processed within five (5) business days.
• There are no fees required to reserve a booth.
• Booth scheduling is subject to review by the SOC/FSL office prior to confirmation (*student groups only*).
• Student group banners are required on booths during usage.
• Check in at the SU Control Desk is required by the confirmed user before the booth will be set up.
• For booth reservations (all users) longer than one hour, there is a thirty minute grace period to check in.  
*Failure to do so will result in the termination of your reservation.*
Edits & Modifications

• The person who submitted the reservation request is the only member of the student organization or department who is able to edit or modify it.

• Reservations may be edited, modified, or cancelled through EMS three (3) days prior to the booking date.

• Examples of possible edits/modifications are adding or removing a/v, room setup, and/or changing and adding booking dates.

• You may email the scheduling and reservations office 24 hours prior to the booking date and request to remove a/v and/or setup items but there must be 3 days notice to add them.

• Note: Edits & modifications may delay completion of the booking process. Original reservation request take precedence over edits & modifications. The queue volume will determine how quickly request for adjustments can be addressed.
Food & Beverages

Where is food permitted?

- Student Union (SU) Galaxy Rooms
- Phoenix, Gemini, and Pegasus Room
- SU Dining Hall
- The Pub
- SSA Multipurpose Rooms (with the exception of red beverages)

Where is food prohibited?

- Per our agreement with the scheduling authorities of buildings outside of the Student Union, food is prohibited at student group meetings and events in all areas not listed above. This includes, but is not limited to, classrooms, lecture halls, and auditorium buildings.

- Food is also prohibited in the hallways and other areas of these buildings. There are no exceptions.

*Chartwells Catering must be given the first right of refusal to provide food services at UTD.*
Cancellations

• You may cancel your reservation using the EMS system up to 72 hours prior to the event date.

• If you want to cancel a reservation and it is less than 72 hours before the event date, email us at reservations@utdallas.edu, notifying us of your request to cancel the reservation.

• All reservations must be cancelled at least 24 hours prior to the date of the event, or the booking will be considered a no-show and subject to a non-cancellation fee.

• Three no-shows will affect your privileges to reserve rooms on campus.

• Faculty/Staff bookings not cancelled via email within 24 hours are subject to the full $100 non-cancellation fee, applied to their cost center.

* Note: The SU Reservations and Scheduling office is closed on the weekend. Please send an email to reservations@utdallas.edu on Saturday or Sunday, if you know that you need to cancel a Monday booking. The time stamp on the email will suffice as notification 24 hours prior to the booking date.
Prohibited Use of Facilities

You may not request facilities for:

• Personal use.
• Non-UT Dallas sponsored programming and/or events, regardless of your affiliation.
• Co-Sponsored events between student organizations and any non-UT Dallas entity or organization.
• Special interest events initiated by students, faculty, or staff that are considered personal in nature, regardless of student participation.
• Unauthorized sales, marketing, and distribution of propaganda and materials.
• Solicitation by organizations (non-profit included).
SU Facilities & Operations Staff

SU Director: Dan Goodwin
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Media Service Tech: Oladele Adetokunbo
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We look forward to serving you.