UTD Student Union
Scheduling and Reservations Office
SU 2.422

https://reserve.utdallas.edu/VirtualEms/

www.facebook.com/sureservationsandscheduling

(p) 972-883-2945
Student Affairs Room Reservation System

In the event of a University Emergency or inclement weather that causes UTD to close, all confirmed reservations and booking request on the days affected will be canceled.

Registered student organizations are required to use this system to request facilities and services in the:

- Student Union
- Student Union Mall
- Student Services Building
- All other campus buildings

Student groups should contact the University Village lease office to reserve a clubhouse, and the Activity Center to reserve indoor courts or outdoor fields.

Staff and faculty are required to use this system to request facilities and services in the:

- Student Union
- Student Union Mall
- Student Services Building

Request facilities in the academic buildings and auditoriums (Staff/Faculty only):

- Campus Building Liaison

Important Reminder:

Submitting a "Request" does not mean that your reservation is automatically confirmed.

Please do not engage in any of the following until you receive an email that your request has been confirmed:

- advertise
- add to Comet Calendar
- send out invitations
- purchase food
- print tickets or flyers
- notify the press
- enter into contracts or agreements

FAQ Link: Frequently Asked Questions (click on the FAQ link for scheduling assistance)

Use Browse Links below:

For Events:

- Lists of events in day, week, or month, "Calendar style".

For Facilities:

- Match the room to the minimum and maximum number of attendees.

For Space:

- A grid in real-time allows you to see if the location you want (Stu/SU Mall/SB only) is available.

Please Note: "Browse for Space", also list some classrooms, lecture halls, and auditoriums in other campus buildings. They are listed as a reference of alternative
<table>
<thead>
<tr>
<th></th>
<th>Students</th>
<th>Faculty/Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Union</td>
<td>June 1- thru August, prior to the first day of fall classes</td>
<td>Current year August 1- thru August of the next year, prior to the first day of fall classes</td>
</tr>
<tr>
<td>Student Services Building</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Union Mall</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Classrooms</td>
<td>June 1- thru finals week in December, prior to winter break</td>
<td>Do not use the EMS system to request these locations. Please use the following link:</td>
</tr>
<tr>
<td>Lecture Halls</td>
<td></td>
<td><a href="http://www.utdallas.edu/events/process/room_reservation/">http://www.utdallas.edu/events/process/room_reservation/</a></td>
</tr>
<tr>
<td>Auditorium</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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.

- 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.
Cancellations

- Done through EMS at least three (3) days prior to the booking date.

- If less than three (3) days, an email must be sent to the student union scheduling office 24 hours prior to the booking date to avoid penalties.

- Student groups that fail to cancel a reservation on three (3) or more occasions risk losing their scheduling privileges.

- Faculty/Staff events that include service charges will be charged a $100 cancellation fee.

Note: An email is required by noon on the Friday prior to the confirmed date to cancel a reservation on Monday. The Student Union reservations and scheduling office is closed on the weekend.
EMS Reservation Locations in the Student Union

Registered Student Organizations

- Libra Room (1.614)
- Gemini Room (2.504)
- Pegasus Room (2.502)
- Phoenix Room (2.508)
- Galaxy Rooms A, B, & C (2.602)
- Booths inside and outside of the Student Union

Faculty/Staff

- Libra Room (1.614)
- Gemini Room (2.504)
- Pegasus Room (2.502)
- Phoenix Room (2.508)
- Galaxy Rooms A, B, & C (2.602)
- Booths inside and outside of the Student Union
EMS Reservation Locations
Outside of the Student Union

Registered Student Organizations
• Gazebo
• The Pub
• Chess Plaza
• Auditoriums
• Lecture Halls
• Student Union Mall
• Classroom Buildings
• Faculty/Staff Dining Hall
• Student Services Building, SSB 2.102
• Student Services Building lower level
• Phase 2 Social Center
• Phase 4 Social Center
• RHS 1.001
• RHS 2.002

Faculty/Staff
• Gazebo
• Chess Plaza
• Student Union Mall
• Student Services Building, SSB 2.102
• Student Services Building lower level

Note: Faculty/Staff cannot utilize EMS to reserve academic buildings, faculty/staff dining hall, or The Pub. Please use the following link to contact the appropriate scheduler:
http://www.utdallas.edu/events/process/room_reservation/
Reservation scheduling for meetings is limited to (2) hours including the unlock and lock time. Requests for booths or reservations on the SU mall are categorized as events.

<table>
<thead>
<tr>
<th>Meeting</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>• General Meeting</td>
<td>• Concert/Performance</td>
</tr>
<tr>
<td>• Meeting to Discuss Upcoming Events</td>
<td>• Banquet</td>
</tr>
<tr>
<td>• Planning Meeting</td>
<td>• Movie Night</td>
</tr>
<tr>
<td>• Training Meeting</td>
<td>• Meetings with Guest Speaker/Lecturer</td>
</tr>
<tr>
<td>• Information Session</td>
<td>• Bible Study/Worship</td>
</tr>
<tr>
<td>• Organizational Topics</td>
<td>• Meeting/Prayer Meeting (with Guest)</td>
</tr>
<tr>
<td>• Executive Meeting</td>
<td>• Orientation</td>
</tr>
<tr>
<td>• Bible Study/Worship Meeting/Prayer Meeting (members only)</td>
<td>• Game Night</td>
</tr>
<tr>
<td>• Study Hall</td>
<td>• Festivals</td>
</tr>
<tr>
<td></td>
<td>• Service Projects</td>
</tr>
<tr>
<td></td>
<td>• Fundraisers</td>
</tr>
<tr>
<td></td>
<td>• Events that charge for Admission</td>
</tr>
<tr>
<td></td>
<td>• Events that require A/V Outside the Student Union</td>
</tr>
</tbody>
</table>
Food and beverage is permitted in the Student Union, SU Mall, and Student Services Building.

Students with confirmed bookings in the faculty/staff dining hall are required to purchase Chartwells Catering: [https://utddining.catertrax.com/](https://utddining.catertrax.com/)

Food and beverage is prohibited in the following:
- Classrooms, Hallways, Lecture halls, Auditoriums, Walkways, and all undesignated campus spaces.

Student Affairs food policy provision for registered student organization events: [http://www.utdallas.edu/sof/food/](http://www.utdallas.edu/sof/food/)
• Charges include set-up, tear down and cleaning fees. A/V charges are calculated separately.

• University departments will be charged for use of the Student Union Galaxy Rooms and service fees for media service equipment provided in all meeting rooms inside the union.

• Students and student-sponsored groups will not be charged room usage or media service fees in the student union.

<table>
<thead>
<tr>
<th>Room Sizes and Numbers</th>
<th>Departmental Charges</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>Cancellation Fee (if less than 24-hour notice)</td>
<td></td>
</tr>
<tr>
<td>Service Description</td>
<td>Departmental Charges</td>
</tr>
<tr>
<td>----------------------------------------------------------</td>
<td>----------------------</td>
</tr>
<tr>
<td><strong>LCD projector w/audio cable</strong></td>
<td>$15</td>
</tr>
<tr>
<td>(Phoenix, Gemini, Pegasus, Libra meeting rooms)</td>
<td></td>
</tr>
<tr>
<td><strong>LCD projector w/audio cable</strong></td>
<td>$25</td>
</tr>
<tr>
<td>(iPod or laptop and one wired mic. Galaxy Rooms only)</td>
<td></td>
</tr>
<tr>
<td><strong>Add DVD player</strong></td>
<td>$10</td>
</tr>
<tr>
<td><strong>Wireless Lapel Microphone</strong></td>
<td>$5</td>
</tr>
<tr>
<td><strong>Wireless Handheld Microphone</strong></td>
<td>$5</td>
</tr>
<tr>
<td><strong>Tabletop Microphone</strong></td>
<td>$5</td>
</tr>
<tr>
<td><strong>Wired Microphone w/Podium or Stand</strong></td>
<td>$5</td>
</tr>
</tbody>
</table>
### Student Union A/V Equipment Charges

**Continued**

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Departmental Charges</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Televisions with DVD Players</strong></td>
<td>$10</td>
</tr>
<tr>
<td><strong>Portable Sound System</strong></td>
<td></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>$50</td>
</tr>
<tr>
<td><strong>Stage Pieces</strong></td>
<td></td>
</tr>
<tr>
<td>(Includes steps and handrails, two pieces)</td>
<td>$10</td>
</tr>
<tr>
<td><strong>Additional Stage Pieces (over two)</strong></td>
<td>$10</td>
</tr>
<tr>
<td><strong>Dance Floor (Half)</strong></td>
<td>$20</td>
</tr>
<tr>
<td><strong>Dance Floor (Full)</strong></td>
<td>$40</td>
</tr>
</tbody>
</table>
Booth Scheduling Guidelines

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

- Booth requests are processed within five (5) business days.

- Booth scheduling is subject to review by the SOC/FSL office prior to confirmation.

- 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 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.
There are no fees to reserve a booth for any eligible users.

A/V services on the SU Mall are available at no charge for any eligible user.

If setup is required for something other than a booth, all users are responsible for their own setup or may submit a work order through facilities management. Fees will apply.
Booth Reservations Inside the Student Union

- Request a booth using the EMS template, “Request a booth”

- Designated scheduling areas:
  - Comet Café Upper Level
  - Comet Café Lower Level

- Available to faculty/staff as well as registered student organizations and student-sponsored groups.
Designated scheduling areas:

- **Su Mall**
  - SU Mall Walls 1 & 2
  - Seven (7) booth locations along the McDermott Library and ATEC sidewalk
  - Two (2) booth locations inside the Student Services Building (SSB) Lobby

Available to faculty/staff as well as registered student organizations and student-sponsored groups.
For more information regarding Student Union Scheduling and Reservations, please call (972)-883-2945.

Hours of Operation: M-TH 8:30 am- 5:30 pm Friday 8am- 5pm Sat-Sun CLOSED

SU Director: Mary Walters  mwalters@utdallas.edu
SU Assistant Director: Delvora King  dako11000@utdallas.edu
SU Building Manager: Homer Salazar  hsalazar@utdallas.edu
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We look forward to serving you.
EMS Tutorial Quiz

Click here to take the quiz.