

# FRATERNITY & SORORITY LIFE

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UC MERCED OFFICE OF STUDENT INVOLVEMENT

## Guide: Request and Reserve Rooms

June 2021

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# Introduction

This brief guide will help you navigate the UC Merced resources to request and reserve rooms for events or meetings on campus for your organization.

Here is the main website for room reservation:

<https://rooms.ucmerced.edu/>

**Note:** Text that is underlined is linked.

## Room Types

At UC Merced, there are *two types* of rooms available for reservation.

1. **Non-Instructional Spaces** (i.e. non-classrooms spaces include conference rooms, collaborative workrooms, indoor and outdoor event, and recreation spaces, lactation rooms, and other non-academic rooms.)
2. **Instructional Spaces** (i.e. classrooms)

## Room Reservation Systems

For each room type, there is a corresponding room reservation system.

1. **EMS Room Reservation System** for Non-Instructional Spaces
2. **Registrar Astra Scheduling** for Instructional Spaces

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# EMS

You can use the EMS [Web application](#) or the [EMS Outlook Plugin for Windows](#).

## EMS Training Resources

### 1. Web Application

#### a. Video Tutorials

- [Booking a Meeting](#)
- [Booking a Room with Attendees](#)

#### b. Comprehensive User Guide

#### c. Highlighted Topics

- [Establishing Delegate Access](#)
- [Booking a Meeting](#)
- [Booking Multiple Rooms](#)
- [Booking Recurring Meetings](#)
- [Editing Reservations](#)
- [Resolving Conflicts](#)
- [Canceling Reservations](#)

### 2. Outlook Plugin for Windows

#### a. Video Tutorials

- [Booking a Meeting](#)
- [Recurrent Meetings and Conflict Resolution](#)

#### b. Comprehensive User Guide

#### c. Highlight Topics

- [Booking a Meeting](#)
- [Booking Recurring Meetings](#)
- [Resolving Conflicts](#)
- [Canceling Reservations](#)

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# Astra

## Office of the Registrar Room Reservations Website

### Event Scheduling

- [Request an Event](#)
- [Instructions to Request an Event](#)
- [How to View the Astra Calendar](#)
- Requests Open On...

<b>For Events Occurring In</b>	<b>Request Period Opens On</b>
Fall Term	April 1
Spring Term	November 1
Summer Term	March 1

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# Reservation Contact Information

## EMS

Debbie Henderson

CMP Director, UC Merced Hospitality Services

[dhenderson8@ucmerced.edu](mailto:dhenderson8@ucmerced.edu)

## Astra

UC Merced Office of the Registrar

[regroomrequest@ucmerced.edu](mailto:regroomrequest@ucmerced.edu)

# Cost to Reserve Rooms

Before you reserve a room, check if there is a rate associated with that space.

## Recharge Rates for 2020-2021

There may be rate changes for 2021-2022.

Contact Debbie Henderson for more information.

Debbie Henderson

CMP Director, UC Merced Hospitality Services

[dhenderson8@ucmerced.edu](mailto:dhenderson8@ucmerced.edu)

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# Space Use Guidelines

- Please adhere to the Procedures Concerning the Use of Campus Facilities.
- Keep all spaces clean and orderly. All items including trash, food, and drinks should be removed prior to vacating the room.
- Include time for setup and teardown for your meeting/event in your room reservation.
- Cancel your reservation if you no longer need it to allow others to use the space.
- If you are making a reservation in a secured building or outside building hours, please submit a work order to Facilities Lock & Access shop for access. Please do NOT submit the request until your room request is *confirmed*.
- Please remember to close the door after use.
- **Room Equipment:**
  - Any equipment in the room including remotes and adapters should not be removed, reconfigured or damaged.
  - Turn off equipment when no longer needed and return any equipment you checked out.
  - Do not obstruct the automatic blinds as that could result in costly damage.
- **Reservation Requests & Approval:**
  - If your room reservation request requires approval, please allow up to 3 days for response.
  - Room Approvers reserve the right to change/cancel room reservation requests based on priority need, and you may be required to make alternate arrangements
  - For access to the lactation rooms, please reach out to Human Resources

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# Office of Student Involvement Policies

1

All organization meetings, events, occasions, affairs, etc. should be in CatLife regardless if you are using a requesting and reserving non-instructional or instructional spaces.

2

In CatLife, meetings, events, occasions, affairs, etc. can be set to "organization only" if you do not want the event to appear for all students on campus.

3

You *must request event approval* through CatLife. Receiving non-instructional or instructional space approval does not indicate event approval.

4

Meetings, events, occasions, affairs, etc. *can only* occur if it has been approved on CatLife.

5

OSI has the authority to cancel any unsanctioned meetings, events, occasions, affairs, etc. if this procedure is not followed.



# Office of Student Involvement Contact

If you need additional assistance, our team is available.

**Tawana Parks**

**Interim Assistant Dean of Students**

[tparks@ucmerced.edu](mailto:tparks@ucmerced.edu)

**Enrique Guzman**

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Interim Director of Student Involvement

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**Fraternity and Sorority Life & Clubs and Organizations**

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**Fraternity and Sorority Life**

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**RCO Interns**

**Registered Clubs and Organizations**

[clubsandorgs@ucmerced.edu](mailto:clubsandorgs@ucmerced.edu)