

UNIVERSITY OF CALIFORNIA MERCED

# OFFICE OF STUDENT INVOLVEMENT



INVOLVEMENT



BOBCAT SPIRIT  
& TRADITIONS



PERSONAL GROWTH &  
TRANSFORMATIVE LEARNING

# FALL 2021 UPDATES

## REGISTERED CLUBS AND ORGANIZATIONS

**Click on the links below:**

**Room/Space Reservation Request**

**Event Guidelines**

**Tabling Opportunities**

**CatLife**

**RCO Annual Registration**



# ROOM/SPACE RESERVATION REQUESTS

## Instructional/Academic Spaces:

- Starting **July 16th, 2021** all student organizations can begin requesting to reserve classroom spaces for their organization on **ASTRA** at <https://registrar.ucmerced.edu/services/room-reservations>

## Non-Instructional Spaces:

- Starting **July 1st, 2021** all student organizations can begin requesting to reserve non-instructional spaces for events or meetings on **EMS** at <https://uc-merced.emscloudservice.com/web/>

Please go to <https://rooms.ucmerced.edu> to access both **ASTRA** and **EMS**.

In order to reserve a space, you must be knowledgeable of all room/space usage guidelines: <https://rooms.ucmerced.edu/resources/space-use-guidelines>



# ROOM/SPACE RESERVATION REQUESTS CONTINUED

- All RCOs still need to submit event requests on CatLife in order for your event/meeting request to be officially approved. **A room/space confirmation does not equate to an official event/meeting approval.**
- Please **HOLD** on submitting any event requests on CatLife until **August 9th, 2021** – as we wait for our new CatLife platform to go live.
- Our OSI, Fraternity and Sorority life team has prepared a **Guide for Requesting Rooms/Spaces** for all our clubs and organizations to use and reference. Please review to understand how to request to reserve any spaces for your upcoming events and meetings:  
[https://fraternitysorority.ucmerced.edu/sites/fraternitysorority.ucmerced.edu/files/page/documents/fsl\\_guide\\_request\\_and\\_reserve\\_rooms-3.pdf](https://fraternitysorority.ucmerced.edu/sites/fraternitysorority.ucmerced.edu/files/page/documents/fsl_guide_request_and_reserve_rooms-3.pdf)

