



Campus Reservations: How to Request Space

Thank you for contacting Campus Reservations to request the use of University space. This guide is designed to assist you with determining what information is required for us to find a space that will suit your needs. To expedite your request and to ensure all requests are processed on a first-come, first-served basis, we ask that you send an email to our reservations team. You will receive a response within 2 business days of submission; however, requests submitted with incomplete information may be delayed.

IMPORTANT: You cannot have an event without a space reservation. Please do not advertise, promote, or contract services for your proposed event until you have received an email confirmation from Campus Reservations. Registered Student Organizations (RSO) must submit an Event Planning Form (when required) 14 calendar days prior to their event day.

Send an email to the Room Scheduler with all the information listed below.

Email: rmsched@fgcu.edu, Phone: 239-590-1090

1. Event Title/Name

- What name will be used to advertise this program (If applicable)?

2. Event Date(s)

- List 1st preference and alternate dates.

3. Event Space

- List 1st preference and alternate spaces.
- If you are unsure, let us know what you are looking for in a space (i.e. fixed seating, movable seating, banquet rounds, size of space, technology, etc.)
- See reverse side of this page for details about space searches.

4. Event Timeframe

- Event Start & End times.
- List separately any time (in minutes or hours) you may need before or after your program to get set up or clean up when you are finished.

5. Estimated Attendance (Best Guess)

6. Event Contact Information:

- First & Last Name, Phone Number, Email Address.

7. Host Organization Name

- Registered Student Organization, FGCU Department, Course Related, etc.

8. Are you working with any Outside Organizations? If so, please explain.

9. Please provide specific details about the activities you have planned.

10. List any additional service requirements, if known.

- Technology (IT), Catering, Custodial Services, Parking, etc.

11. Is this part of an existing reservation? If possible, please provide the reference number (i.e. 2011-AAXXXX).

Fine Print:

- Please note that space is subject to availability. Some dates may not be available due to University closures, including holidays and school breaks, or may be limited due to the hours of operation for each location.
- You can request classroom space at any time; however, classrooms cannot be assigned the first three weeks of school and until after the add/drop date for each semester.
- Some spaces are restricted.
- Some spaces require approval (adds to processing time).
- We may need additional paperwork before we can confirm your reservation (Event Planning Form, Course-Related Activity Form, Business Information Applications, etc.)

Campus Reservations: 6 Easy Steps to Look Up Space

Accessing the Calendar: (1) Go to the FGCU Home Page (www.fgcu.edu), select the “Calendar” link from the green ribbon on the top right hand corner of the webpage. (2) You can also find the calendar by going to the A-Z Index, select “C” and then click on “Calendar of Events.”

1. **Locations – By Date:** The default calendar view is “Locations” “By Date” (highlighted in yellow). This is a great tool if you have an idea where you would like to host your meeting or event. Once the calendar page has opened, locate the blue ribbon across the top of the webpage. From here, there are three ways to search for space: By Date, Quick Search, or Filter. We recommend utilizing the **filters** located on the bar on the right-hand side of your screen.
2. **Choose a Space:** Start by selecting a filter (i.e. General Conference Rooms, or Cohen Center Spaces, etc.). Selecting the filter will pull up each space in that area and will list everything that has been scheduled on today’s date.
3. **Choose a Date:** Select a date by using the right / left arrows next to “Events for [Date] 20xx” at the top of the page or by selecting a date, or series of dates, on the calendar on the right side of the webpage.
 - a. You can select more than one day by clicking on the “Week” or “Month” views.
 - b. You can also use the calendar to skip ahead to a future month.
4. **Check Availability:** Once you have chosen a space filter and date, you will see all the programs scheduled in that particular area, including classes. You can then determine what is available based on what is scheduled. For example, if you are looking at CC 213 and there is a meeting scheduled from 10 – 12pm then the room is free from 8am – 10am and then again from 12pm – 10pm (or based on operating hours of that space).
 - a. **TIP:** You can also select “View as grid” for an alternate view!
5. **Submit a Request:** Once you have found all the dates / spaces you are looking for, please submit your request via email to rmsched@fgcu.edu using the guidelines listed on the other side of this page.
6. **Wait for a Confirmation:** Please note that your request has not been confirmed until you receive a confirmation email from Campus Reservations.

Fine Print:

Submitting a space request does not guarantee that you will get what you request. Some spaces are restricted, others require approval, or it’s also possible someone may have requested that same space before you. In addition, some spaces require setup (2hrs) and breakdown (1hr) time so that Campus Reservations staff can prepare the room; therefore, some spaces including the CC Ballroom may not be available for as much time as is indicated on webviewer. If the space that you requested is not available, our department will work with you to accommodate your request the best we can. Depending on the nature of your request, we may ask that you fill out additional paperwork including an Event Planning Form (EPF), Course-Related Activity Form (CRF), or Business Information Application, etc. Happy



“Locations by **By Date** | By Name | Map”

Events for Thursday, Jun 09 2011

View as a grid (Alternate View)

Location	Start	End	Event
SU 213	Jun 09 2011	08:00 PM	FTIC Orientation
SU 214	Jun 09 2011	08:00 PM	FTIC Orientation
SU BALLROOM	Jun 09 2011	08:00 PM	FTIC Orientation
SU BALLROOM A			
SU BALLROOM B			

Quick Search Feature

Select Day, Week, or Month or use the arrows to navigate

Filters to select specific locations or categories