

Making a Reservation in EMS

A Student Organization Guide to Making Reservations in the MSC

Presented by:
The MSC Event & Meeting Services Team



Tips to Keep in Mind Before Making a Reservation



Review the MSC Policies & Guidelines

- ❖ Meetings must be reserved at least ten (10) days ahead of time.
- ❖ Student Organizations are allowed one (1) meeting after 5pm every seven (7) days.
- ❖ All other events are considered socials and must be reserved at least three (3) weeks ahead of time.
- ❖ Student Organizations are allowed one (1) social event after 5pm every fourteen (14) days.
- ❖ Meeting rooms have stock setups. These setups cannot be adjusted or changed!
- ❖ Painting can only take place in 2708 or t

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MSP Meeting Time Blocks for 2023-2024

Click on the Room Number to see a diagram of the After 5:00pm Room Set Up

Room	7:00 - 8:45 PM	8:00 - 9:45 PM	9:00 - 10:45 PM	10:00 - 11:45 PM	12:00 - 1:45 PM	2:00 - 3:45 PM	4:00 - 5:45 PM	5:00 - 6:45 PM
2/03			CLASSROOM					HONORS

Review the Meeting Time Blocks Chart on our [website](#).

Understand Meetings VS Socials

All events that take place in the MSA are categorized in one of two ways - till 9. ()-1-3 Tw 1.53w 6.(

MEETINGS AFTER 5:00PM

SOCIALS AFTER 5:00PM

- Must be **booked at least 3 weeks in advance.**
- Social can **ONLY** be booked in certain rooms on certain days:
 - 2708, 2709, 3707, Ballroom, Oval Theater or outdoor space.
 - View the bottom of the Meeting Time Block Chart for socials!
- Must complete an Event Review at least 14 days prior to your event.
- Student Organizations can reserve 1 social after 5:00pm per 14 days.
- No limitations on the length of your event!
- You can have a custom set up – this means you are not restricted to the stock room set up!
- Requires at least 90 minutes of flip time between social events. Ballroom requires 2 hours of flip time between events!



**KNOW
YOUR
ROOM SET
UP
OPTIONS**

Making a Reservation In Virtual EMS

Log in to the MSC
Event & Meeting
Services web
reservation portal
[Virtual EMS](#)



Making a Reservation In Virtual EMS

Once you log into the system, it will take you to the home page.

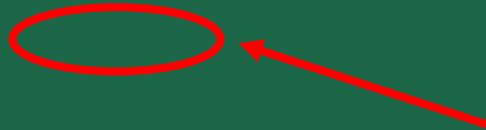
Here you can create a reservation, view your events, and more!

Making a Reoccurring Reservation

To set up a reoccurring

Making a Reoccurring Reservation

Once you select the “Recurrence” button it will take you to this screen.



- PLEASE NOTE: You need to fill out this entire field to book reoccurring reservations.
- Here you will need to adjust the “Repeats” by selecting the frequency of when you would like your meetings to occur.
- Be sure to set the “end by” date in order to reserve multiple dates.
- You MUST click “Apply Recurrence” or else it will not save!

Making a Reoccurring Reservation in Virtual EMS

- Once you click the “Search” button you will be taken to this page.
- PLEASE NOTE:
The room you are looking for is 15.9644 ()TJ -0. a
- This is a 0.5 hr Td βw7te7 (y

Making a Reoccurring Reservation

Once you select a room by clicking the green + on the left side it will take you to this page!



- This page will show the room you selected at the top and if any of the dates had conflicts.
- NOTE: If the room shows a conflict, the room will not be reserved on those dates.
- You will need to select another room, if available, for the other dates.
- If there are no other rooms available, then the MSC does not have availability on that date and time.

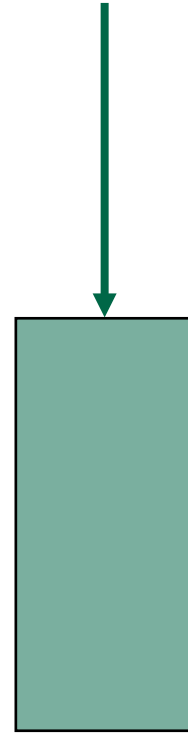
Making a Reservation in Virtual EMS

Things to Keep in Mind When Making Reservations

- PLEASE NOTE: The MSC Events Team need time in between events to break down the first events setup and set the room for the next event.
- We require 15 minutes of flip time between our stock setup meetings and a minimum of 90 minutes between all other events.
- NOTE: The MSC Ballroom requires 2 hours of setup time in between events!
- If you do not leave flip time between reservations, the MSC reserves the right to adjust your reservation times accordingly.

- Reminder, the red lines are the times

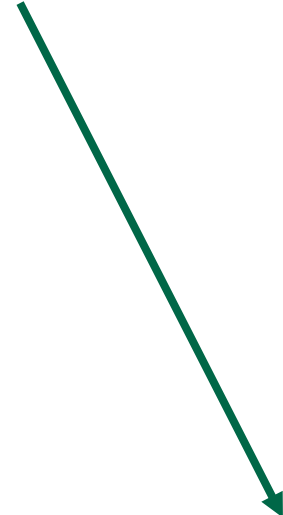
When making reservations in the Ballroom, we require a minimum of two (2) hours of flip time between events so our staff has enough time to reconfigure the room.



The MSC Ballroom is divided into 3 sections.

PLEASE NOTE: We do not allow events to be reserved in sections next to each other.


In this image, Ballroom A and Ballroom C are each being used for events, so Ballroom B would not be available to reserve.



Making a Reservation in Virtual EMS

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Making a Reservation in Virtual EMS

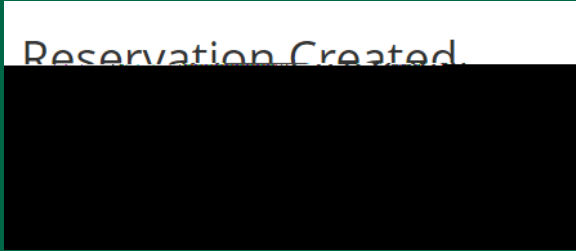
- Be sure to provide a brief description of your event!
 - If you have any special requests or accommodations, please list them in your description, and we will reach out to see if we are able to meet your request.
 - This helps our team better understand your request and the event you are planning.
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Making a Reservation in Virtual EMS

- After selecting the space and inputting your event description, enter your event details in the *Reservation Details* form.
- Be sure to fill out all the required fields!
- The information listed in this section is used by both the MSC Event Planners and the MSC Logistics team on the day of your event/meeting!

Making a Reservation in Virtual EMS

- Once you submit your request, you will see this message on the page





Error Messages

If you receive the following error, it means that the MSC building is not open during the requested hours.

Please resubmit dates and times.
Please contact the EMS office if you



Reservation Details

If you click on the reservation name it will take you to this page.

Here you can review all of your event details including

- Location
- Time
- Date
- Setup Type
- Reservation Status

Once your reservation has been processed by our team it may include additional details such as

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Reservation Details

Event Statuses

Pending: This means your reservation is still being processed.

*Please note, pending reservations may not be approved. Some details of your request may be adjusted to fit within MSC reservation guidelines. Once your request is processed you will receive a confirmation email with an updated event status. While your request is still Pending you should not market/advertise your event.

Tentative: This means your MSC EaTT0 1 Tf 0 Tc -0(dv)9.4 ((r)4.1 (k)35 6 23(i)-5 (n)-2.4 (e)2.3 (r)20

Needs Event Review Status

Important notes regarding Needs Event Review Status!

- You are responsible for reaching out to schedule your Event Review with your MSC Event Planner.
- Event Reviews must take place no later than 2 weeks prior to your event, so it is best to reach out to schedule this meeting 4 weeks prior to your event.
- If you are planning activities that will require additional coordination for logistics, amount of space needed, power needs, safety approvals, insurance approvals, use of the service elevator, etc. please email your event planner at least 4 weeks in advance to allow enough time for coordination and approvals.

Reservation Confirmation

This is what your reservation confirmation will look like



For more information on how to read your reservation confirmation click this link (<https://www.usf.edu/student-affairs/msc/documents/mscsmshow-to-read-your-reservationconfirmation-2020.pdf>)

MSC Reservation Timeline

Important Dates to Remember

Summer Reservations open 10AM on March 1st

Fall Reservations open 10AM on June 1st

Spring Reservations open 10AM on October 1st

**Departments and Non-University reservations
open on the 15th*

THANK YOU FOR ATTENDING!

Join our BullsConnect page to keep
up with (o)Ehm /GS0N8 1D17 (C)p0.6 (A)-1Tt73tupA