University of San Francisco ◈ School of Law
Law Registrar's Office
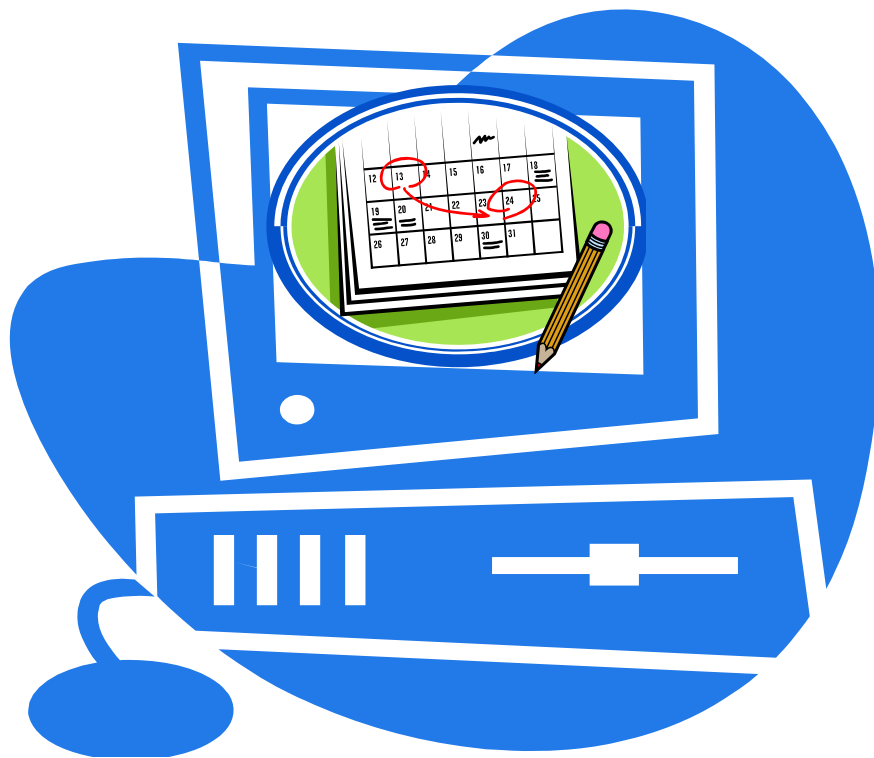Kendrick Hall 220 • (415) 422-6778 • lawregistrar@usfca.edu

Event & Room Request System

Updated Fall 2014

Event Planning Process: Start to Finish Overview):
1. Submit a room request on the Event and Room Request System
2. Wait for a USF email confirmation for your space (Q's contact Reg. Office)
3. Check your USF email for an email notification for additional event information, so that your event can be published to the calendar. (Q's contact Deans' Office)
4. Submit the event description information asked for in #3 above. This will publish your event to the School of Law Events Calendar.
5. Completing step 4 will also ensure that your event is added to "This Week's Events" email.
6. Advertise (notify others about) your event!

USF School of Law Room Descriptions and Policies

LAW SCHOOL ROOMS				
BUILDING	**CLASSROOMS**	**CAPACITY**	**ROOM TYPE**	**WHO APPROVES**
Kendrick Hall	100	115	Lecture / Classroom	Registrar's Office
Kendrick Hall	101	83	Lecture / Classroom	Registrar's Office
Kendrick Hall	102	75	Lecture / Classroom	Registrar's Office
Kendrick Hall	103	61	Lecture / Classroom	Registrar's Office
Kendrick Hall	104	42	Lecture / Classroom	Registrar's Office
Kendrick Hall	Moot Court **(No food allowed)**	60	Classroom /Courtroom	Registrar's Office
BUILDING	**SEMINAR CLASSROOMS**	**CAPACITY**	**ROOM TYPE**	**WHO APPROVES**
Kendrick Hall	105	8 -12	Seminar Classroom	Registrar's Office
Kendrick Hall	240	22	Seminar Classroom	Registrar's Office
Kendrick Hall	301	22	Seminar Classroom	Registrar's Office
Kendrick Hall	340	12	Seminar Classroom	Registrar's Office
Zief Library	012	19	Seminar Classroom	Registrar's Office
Zief Library	017	24	Seminar Classroom	Registrar's Office
BUILDING	**COMPUTER LABS**	**CAPACITY**	**ROOM TYPE**	**WHO APPROVES**
Zief Library	105 North	12	Computer Lab	Registrar's Office
Zief Library	105 South	12	Computer Lab	Registrar's Office
BUILDING	**LAW FACULTY MEETING ROOMS**	**CAPACITY**	**ROOM TYPE**	**WHO APPROVES**
Kendrick Hall	212	12	Law Faculty Meeting	Dean's Office
Zief Library	Terrace Room	35	Law Faculty Meeting	Dean's Office
BUILDING	**PUBLIC SPACES**	**CAPACITY**	**ROOM TYPE**	**WHO APPROVES**
Kendrick Hall	Atrium (1st Floor entryway)*	TBD	Public Space	Dean's Office
Kendrick Hall	Rotunda 1st Floor*	TBD	Public Space	Dean's Office
Kendrick Hall	Rotunda 2nd Floor*	TBD	Public Space	Dean's Office
Kendrick Hall	Rotunda 3rd Floor*	TBD	Public Space	Dean's Office
Kendrick Hall	**Student Boulevard (1st floor Hall)***	TBD	Public Space	Dean's Office
Patio between Kendrick & Zief	Zief Plaza	TBD	Public Space	Dean's Office

*Not available when classrooms are in use. Law School use only.

> *All classrooms are ADA compliant and are equipped with A/V technology (excluding KN 105 and KN 340; these rooms have no technology) which includes (DVD, VDR), computer, projector screen, and a telephone. The lecture rooms contain a wireless microphone and a fixed microphone in the podium.*

Questions: Room Questions? Please contact the appropriate office:

Dean's Office:	Public Spaces/Terrace Room/ KN 212	Email: lawdeansrooms@usfca.edu
Law Registrar's Office:	All other rooms and spaces	Email: lawregistrar@usfca.edu

Room Request Restrictions --Students are subject to the following room restrictions:

Room 100:   Cannot be reserved during the "free hour" more than a week in advance.

Moot Courtroom: There is **NO** food allowed. Groups that host events with food in the Moot Courtroom will be banned from the room for the remainder of the academic year.

Time-Frame: Student groups may only submit request through the current year (fall 14, spring 15, and summer 15 only)

Priority:

Once a reservation request has been submitted, use of classrooms and seminar rooms will be scheduled according to the following priority:

1. Regularly scheduled semester-long or 7 week law school courses;
2. Tutorial sessions scheduled by the Academic Support Program;
3. Final examinations for law school courses;
4. Make-up classes scheduled by law school faculty;
5. Review sessions for final examinations scheduled by law school faculty;
6. Single session or multiple session events in support of the academic program scheduled by law school administrative offices (i.e. Admissions, Office of Career Planning, Dean's Office, Development, etc.);
7. Student groups.

Step 1: Log into Virtual EMS & Enter School of Law Reservation System

1. Go to http://ems.usfca.edu/virtualems
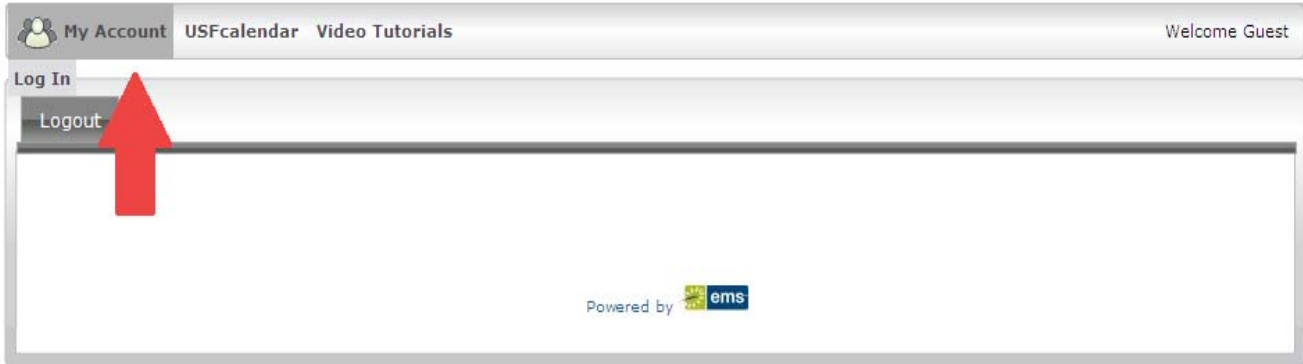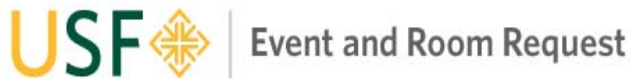
2. Hover over **My Account**

3. Select **Log-In.**
   - Login = USF Connect username
   - Password = USF Connect password

4. In the top left hand corner select **Reservations**, then select:
     School of Law (to book rooms at the law school).
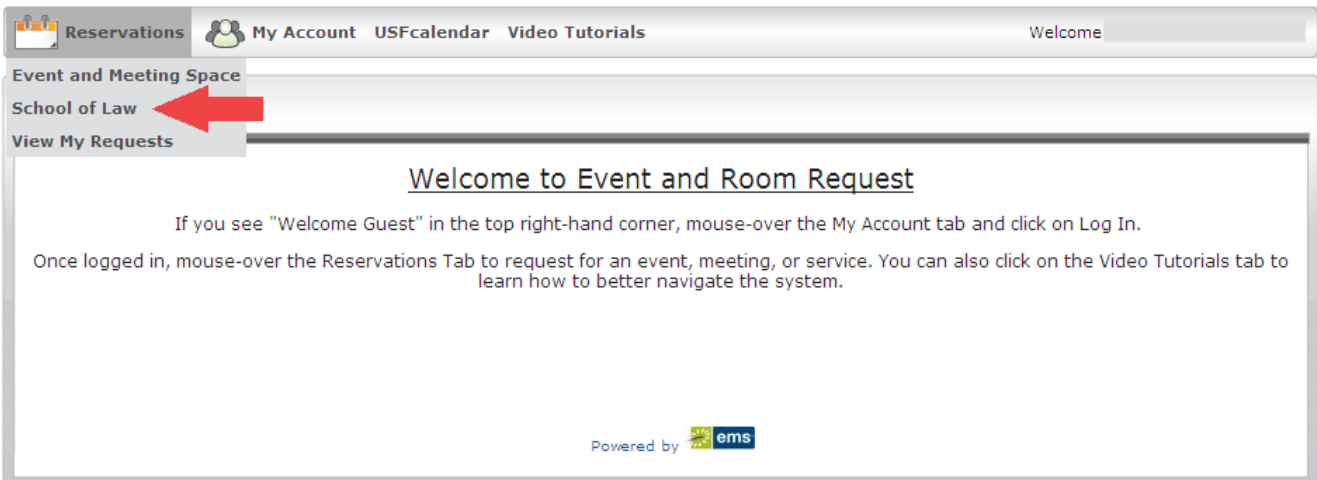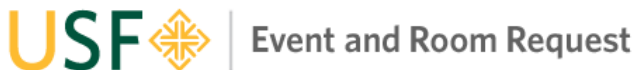
     Event and Meeting Space (to book available spaces on main campus)**.**

Step 2: Create & Submit your Request

1. Enter or select the event **date.** If it's a re-occurring meeting, click on "**Recurrence**;" otherwise you can select the date manually. *Remember that all users of this system cannot schedule more than one year in advance.*
2. Enter the **start and end times.**
3. Under **Facilities**, select "all."
4. Enter the estimated **Attendance.** (*Note: the system will only populate available rooms based on the attendance count.*)

5. Select **Find Space** – this will reveal the schedules for that date.
6. Select the plus sign next to the **Room(s)** that you wish to request.
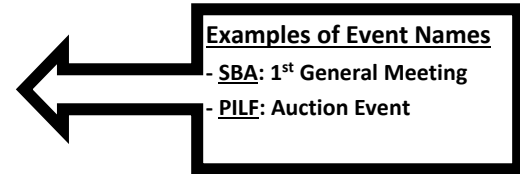
7. At the top of the page, select the **Details** tab.

8. Type the **Event Name**: Please write a short but descriptive Event Name so that users from the community will be able to understand the nature of the event/meeting. You must enter the student group/class name in the title.

9. Select one of the following appropriate **Event Types** (use only these options):
    → Student Organizational Event
    → Student Organization Meeting

10. The system knows what group you belong to due to your log-in. The **Group** will automatically populate.

11. Select the **Contact Person**. For reporting purposes, this should be for whom the reservation was made. **Students**: *The phone number we use is the SBA phone & e-mail address will automatically populate from the information we receive from the Deans' Office.*
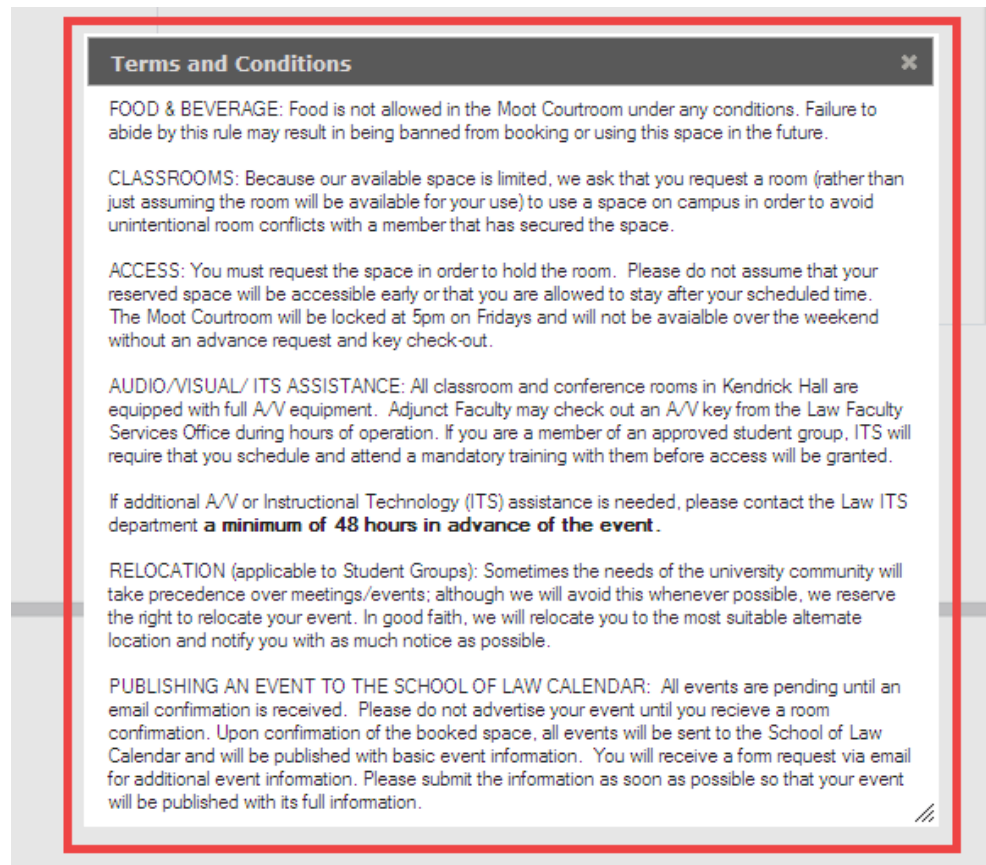
12. Under **Other Information**, enter:

- **Food/Beverage** – indicate if you will be having food or beverages at your event. (Note: *there is no food/drinks allowed in Moot Courtroom.*) This information is for the Law Registrar's Office <u>only</u>. It is NOT forwarded to Bon Appetit.
- **Classroom Technology Assistance** – in what additional assistance (A/V set-up, etc.) is needed, if applicable. If you need assistance with classroom technology, please contact the Law ITS Help Desk at lawhelp@usfca.edu or (415) 422-2220. Please note that **48 hour** advance notice is required.
- **Additional Information** – you may include any additional information that we may need to know here (such as if your room is reserved from 2-5pm, but your even will actually start at 3pm., etc.).

13. Scroll down to the bottom of the page to read the **Terms and Conditions.**
14. After reading the terms & conditions, select "**I have read the terms & conditions."**
15. Select **Submit Reservation.**

Terms and Conditions ✖

FOOD & BEVERAGE: Food is not allowed in the Moot Courtroom under any conditions. Failure to abide by this rule may result in being banned from booking or using this space in the future.

CLASSROOMS: Because our available space is limited, we ask that you request a room (rather than just assuming the room will be available for your use) to use a space on campus in order to avoid unintentional room conflicts with a member that has secured the space.

ACCESS: You must request the space in order to hold the room. Please do not assume that your reserved space will be accessible early or that you are allowed to stay after your scheduled time. The Moot Courtroom will be locked at 5pm on Fridays and will not be avaialble over the weekend without an advance request and key check-out.

AUDIO/VISUAL/ ITS ASSISTANCE: All classroom and conference rooms in Kendrick Hall are equipped with full A/V equipment. Adjunct Faculty may check out an A/V key from the Law Faculty Services Office during hours of operation. If you are a member of an approved student group, ITS will require that you schedule and attend a mandatory training with them before access will be granted.

If additional A/V or Instructional Technology (ITS) assistance is needed, please contact the Law ITS department **a minimum of 48 hours in advance of the event**.

RELOCATION (applicable to Student Groups): Sometimes the needs of the university community will take precedence over meetings/events; although we will avoid this whenever possible, we reserve the right to relocate your event. In good faith, we will relocate you to the most suitable alternate location and notify you with as much notice as possible.

PUBLISHING AN EVENT TO THE SCHOOL OF LAW CALENDAR: All events are pending until an email confirmation is received. Please do not advertise your event until you recieve a room confirmation. Upon confirmation of the booked space, all events will be sent to the School of Law Calendar and will be published with basic event information. You will receive a form request via email for additional event information. Please submit the information as soon as possible so that your event will be published with its full information.

16. You will see a copy of your submitted request. The **Status** field will indicate the current status of the event (requested) which will change to confirmed if approved.

17. The **Reservation ID** is the number your will refer to if you need to modify or cancel your request.

NOTE: As soon as a request is submitted, the space will be "held" in the room schedule system until confirmed or denied. Other users will be able be able to see that the space is not available.

Confirmations
Confirmations will be sent to the USF email address on file for the Event Contact from the approving office.

Approving Office	Spaces	Approving Office	Confirmation Duration	Questions?
Registrar's Office	KN 100 – 105, 240, 301, 340, Moot Court, Zief 002, 012, 017, 105 (lab).	Registrar's Office	1 business day (During the first and last two weeks of the semester & during final exams: 3 business days)	lawregistrar@usfca.edu Kendrick 220 (415) 422-6778
Deans' Office	KN 212, Terrace Room & Public Spaces *(Atrium, Rotundas, Student Boulevard, Zief Plaza)*	Deans' Office	1 business day	lawdeansrooms@usfca.edu Kendrick 328 (415) 422-6304

Definitions: **Reservation =** the overarching name of the event (i.e. "School of Law Lecture Series").
Booking = the individual subset of dates/rooms (i.e. individually titled lectures) tied to a reservation.

Editing a Reservation

1. To **Edit a Reservation** (the overall event heading, i.e. "Lecture Series").
2. Select **Log-in**.
   a. Login = USF Connect username
   b. Password = USF Connect password
3. In the top left hand corner select **Reservations**
4. Select **View My Requests**
5. All requests, confirmed & cancelled events that you have submitted will be listed here.
6. **Select the reservation** that contains the booking that you wish to edit. This will pull up the event details.
7. To **Edit the Reservation** (the overall event heading i.e. "Lecture Series").
8. Edit the event name, type, group, contact person here.
9. Select **Save**

Edit a Booking/ Adding a Booking

1. To **Edit an Individual Booking** (i.e. a subset of a reservation, i.e. an individual title of a specific lecture, that falls on a specific date).
2. Select **Log-in**.
   a. Login = USF Connect username
   b. Password = USF Connect password
3. In the top right hand corner select **Reservations**
4. Select **View My Requests**
5. All requests, confirmed & cancelled events that you have submitted will be listed here.
6. **Select the reservation** that contains the booking that you wish to edit. This will pull up the event details.
7. At the bottom left of the screen select pencil and paper icon to the left of the individual booking that you wish to edit.
8. You can edit the date, time, room, or attendance as desired.
9. Select **Update Booking**

To ADD a New Booking(s) under a reservation (this is how you can request rooms for events that may be recurring but have multiple rooms and/or differing times or have multiple rooms and times on the same day)

1. Select **Log-in**.
   a. Login = USF Connect username
   b. Password = USF Connect password
2. In the top right hand corner select **Reservations**
3. Select **View My Requests**
4. All requests, confirmed & cancelled events that you have submitted will be listed here.
5. **Select the reservation** that contains the booking that you wish to edit. This will pull up the event details.
6. Click on **Add Booking** and you will be brought back to the page where you can request rooms/times.
7. Enter in your start & end times as well as attendance
8. Select the room(s) you would like to request and click **Submit**

Cancelling a Reservation

1. Select **Log-in**.
   a. Login = USF Connect username
   b. Password = USF Connect password
2. In the top right hand corner select **Reservations**
3. Select **View My Requests**
4. All requests, confirmed & cancelled events that you have submitted will be listed here.
5. **Select the request/reservation** that you wish to cancel. This will pull up the event details.
6. At the top right, select **Cancel Reservation**) to cancel <u>the entire reservation (including all subset bookings that belong to that reservation)</u>.

Cancelling a Booking

1. Select **Log-in**.
   a. Login = USF Connect username
   b. Password = USF Connect password
2. In the top right hand corner select **Reservations**
3. Select **View My Requests**
4. All requests, confirmed & cancelled events that you have submitted will be listed here.
5. **Select the request/reservation** that you wish to cancel. This will pull up the event details.
6. At the bottom next to the event, select **Cancel Booking** to select which individual booking (date) you wish to cancel.

Next Steps:

After receiving a USF email confirmation of your room:

1. Check your USF email for an email notification for additional event information, so that your event can be published to the calendar. (This email is generated & controlled by the Deans' Office)
2. Submit the event description information asked for in #3 above. This will publish your event to the School of Law Events Calendar.
3. Completing step 4 will also ensure that your event is added to "This Week's Events" email.
4. Advertise your event!