Using Virtual EMS to request a room and equipment for a Student Organization event

FIND THE CALENDAR
Open your browser and go to ems.kzoo.edu or from the Hornet Hive click on “Facilities Calendar”.

LOGIN
Move the cursor to the tab “User login” and click on “Log in”.

USER INFO
Enter your network username and password (the same password you use to login to the Hornet Hive).

MAKE A RESERVATION
Move the cursor to the tab “Reservations” and click on “Room Request (Stu Org Event)”. 

WHEN AND WHERE
Select the start date (online reservations must be more than 2 weeks in advance). Enter the reservation start and end times as well as anticipated attendance. If you need to select multiple dates click on “recurrence”. There is not a way to book a reservation separate from the event time, so if your event starts at 7pm, and you need 2 hours of prep, start your reservation at 5pm.
WHEN AND WHERE CONT’D
Under “Facilities” you can select a single building to search or leave it open to all buildings.

SETUP INFORMATION
To ensure you find a space that will fit your group both of these fields are required. Enter your anticipated attendance and the type of seating that you would like. This does not request seating arrangements (that is done as part of Facilities Equipment later in the process); it is just a search tool.

AVAILABILITY FILTERS
If you need a certain room feature you can check the appropriate boxes under “features”. If you check more than one box it will only show rooms that meet both criteria, not either/or. You do not need to select a feature to proceed. When you have all you information entered correctly click on “Find Space”.

LOCATION
The field on the right will show you all the available spaces. Click on the plus sign next to a room to book that space.

EVENT DETAILS
Click on the tab “Details” and enter the event name and event type “Stu Org Event”.
CUSTOMER DETAILS
Click on the “Customer” field. Select the Organization for which you are creating the reservation.

If no groups are available to you:
Click on the Magnifying glass, then click on the plus sign for all of the departments or offices for which you will be booking events scroll to the bottom and click on “Done”.

Next, select a person from the “First contact” field. If the person is not on the list you can manually enter the information using “(temporary contact)”. If you are entering a campus email account be sure to include “@kzoo.edu”.

CUSTOMER DETAILS
If your event requires funding of any type, you will need to complete a Student Commission Budget Form (available on the Stu Comm website) and attach it as a PDF.
If you are bringing in an outside speaker/performer/business as part of your event, you will need to complete a Contract Information Form (available on the OSI website) and attach it as a PDF.
NOTE: Your event will not advance in the process until the necessary forms are received.
STU ORG EVENT DETAILS
Before you can move forward you must select the OSI equipment that you need. If you don’t need equipment you must check “No Equipment Needed” before you can continue.

Complete the rest of the fields. Describe your event completely but concisely. You must complete all of the fields to complete the form.

NO MEDIA OR FACILITIES NEEDS
If you have no media or facilities needs, click on the yellow button “Submit” and you are done. Your meeting request will be sent directly to the VP for Student Commission for budget approval. If approved, your event will be reviewed by OSI. If approved by OSI your request will be sent to the booking manager of that facility. E-mail correspondence regarding confirmation or clarification will be sent to the person(s) identified as first contact and second contact, as well as the web user who created the reservation (you).

If you need to make any changes, please make sure you do so at least 24 hours in advance of your event and contact the appropriate offices (Security, Fac Man, Media, etc.) to make those changes.

If you reserved equipment from OSI, please visit the Union Desk from 2 pm- 12 am to check out any OSI Equipment. Equipment should be returned, clean, within 2 business days of your event, or your organization will incur cleaning fees and late charges. Questions about Stu Dev equipment rental can be directed to Christina Fritz, cfritz@kzoo.edu.

If you are picking up/checking out equipment from Media Services, please schedule a pickup time with the Media Desk at 269.337.7138 or kmedia@kzoo.edu.
ADDING MEDIA OR FACILITIES NEEDS
In Virtual EMS, Media and Facilities equipment are connected directly to the individual rooms. The equipment available for request will change depending upon the rooms you are trying to book. If you find that you are in need of equipment not available via the web please contact Media Services (kmedia@kzoo.edu) or Facilities Management (facmanworkorders@kzoo.edu).

MEDIA EQUIPMENT
If you would like to add media equipment to the reservation, click on the plus sign next to a category. “In Room Equipment” lists devices installed in the room, “Portable Equipment” lists devices provided by media services, and “Guest Equipment” lists portable devices brought by the presenter or group (laptops, iPads, etc).

Select the checkbox next to any device needed. You can also specify the quantity and add special instructions to certain items.

FACILITIES EQUIPMENT
Just like media equipment, select the checkbox next to any needed facilities equipment. A text box will appear for you to add instructions.

SUBMITTAL
After you have selected all of the media and facilities equipment needed click on the yellow button “Submit” and you are done. E-mail correspondence regarding confirmation or clarification will be sent to the person(s) identified as first contact and second contact, as well as the web user (you). Media and Facilities requests will automatically be forwarded to the correct departments, so you do not send a secondary request to those departments unless you make changes. The first and second contact(s) will be reached if there are any questions regarding your needs from either department.

If you are picking up/checking out equipment from Media Services, please schedule a pickup time with the Media Desk at 269.337.7138 or kmedia@kzoo.edu.

If you have any problems using the form or have any additions you would like to see contact Facilities Reservation (bookaroom@kzoo.edu).