Visit: http://events.ship.edu

or go to http://www.ship.edu/events/ and click on Event Planning

How to Request Space for an Event

Click on “Reservations” to begin your request.

Select the appropriate Request Form.

Request Space and Enter Details of Your Event

When and Where
- Select a date or a series of recurring dates
  - For recurring events, click Recurrence

### Recurrence

- **Time**
  - **Start Time:**
  - **End Time:**

- **Recurrence Pattern**
  - Daily
  - Weekly
  - Monthly
  - Random

- **Recurrence Details**
  - **Start Date:** 3/28/2015 Sat
  - **End after:** 1 occurrences
  - **End by:** 3/28/2015 Sat

- **Apply Recurrence**
- **Remove Recurrence**

- Choose a start and end time
- Select the pattern
- Select the day or days of the pattern (e.g. Monday only, Monday and Wednesday, first Monday of each month, or random)
- Choose the first date and the last date of the recurrence
- Click Apply.

- Select a start and end time
  - Setup and teardown time will be added by the RHEC staff

### Setup Information

- **Attendance:**
  - 0

- **Setup Type:**
  - As Is/Standard
• Estimate the expected attendance
• Select a desired setup

Filter by Room Type

Availability Filters

Room Type:
(all)  

Find Space

• Click “Find Space”

Only spaces that can hold the number of expected attendees, can accommodate the requested setup, and are available on the date and at the time indicated will be displayed.

Click “List” to see the room schedule(s) in a list view.
Click on the green and white “plus” sign to select single or multiple rooms.

Click “View” to read the terms and conditions of using space at Shippensburg. If you agree, check the box and click “Continue.”

**Event Information**

- Fields with a red asterisk (*) are required
- Complete all other fields as needed.
- **For new users without an assigned organization:**
  Users need to be associated with an organization in order for requests to be processed.
  - Click on the magnifying glass
  - Please choose the organization on the details tab from the list of organizations
Event Equipment and Setup Needs

Please note that the event equipment details are different for each request form. The image below is only an example.

Click “Submit”