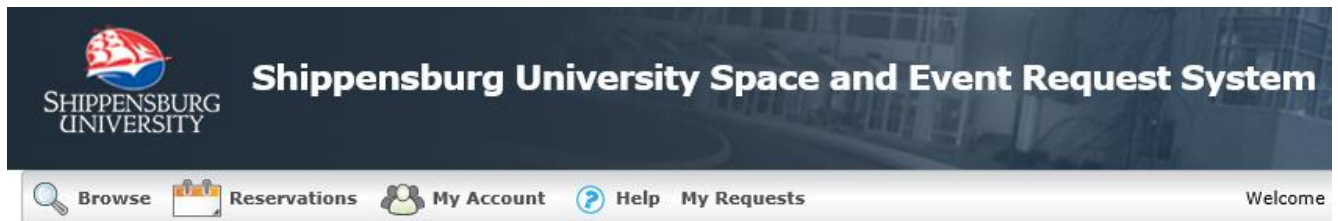




Shippensburg University Space and Event Request System

Visit: <http://events.ship.edu>



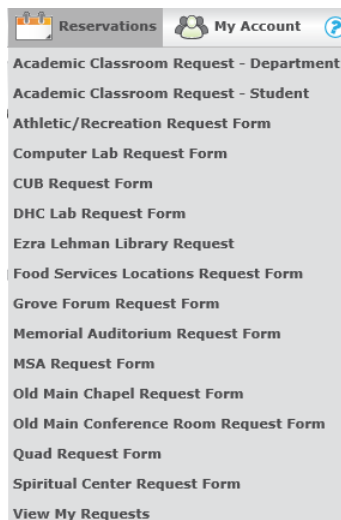
or go to <http://www.ship.edu/events/> and click on Event Planning

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

CUB Request Form

When and Where

Date:*

Start Time:* End Time:*

Facilities:

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

Recurrence

Time

Start Time:* End Time:*

Recurrence Pattern

Recur every week(s) on:

Range of Recurrence

Start Date:

End after: occurrences

End by:

- 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

Setup Information

Attendance:*

Setup Type:*

- 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.

CUB Request Form

Info Location Details

When and Where
Date: 8/21/2015 Fri Recurrence
Start Time: 8:00 AM End Time: 9:00 AM
Facilities: Anthony F. Ceddia Union Buidin

Setup Information
Attendance: 25
Setup Type: As Is/Standard

Availability Filters
Room Type: (all)
Find Space

Selected Locations
No rooms currently selected
List Grid

Friday, August 21, 2015 - Saturday, August 22, 2015 16 Hours

Room	Cap	8	9	10	11	12	Pf	1	2	3	4	5	6	7	8	9	10	11
Anthony F. Ceddia Union Building																		
+ CUB024 - McFeely's Coffeehouse	75																	
+ CUB034 - Raider Commons Patio	300																	
+ CUB035 - Ship Deck Amphitheater	500																	
+ CUB0H1 - Great Hall	400																	
+ CUB100 - MPR	1000																	
+ CUB100A - MPR A	250																	
+ CUB100AB - MPR A&B	500																	
+ CUB100B - MPR B	250																	
+ CUB100BC - MPR B&C	500																	
+ CUB100C - MPR C	250																	
+ CUB102 - Raider Lounge 5	150																	
+ CUB103 - Anchor Meeting Room 1	40																	
+ CUB104 - Anchor Meeting Room 2	40																	

Click “List” to see the room schedule(s) in a list view.

CUB Request Form

Info Location Details

When and Where
Date: 8/21/2015 Fri Recurrence
Start Time: 8:00 AM End Time: 9:00 AM
Facilities: Anthony F. Ceddia Union Buidin

Setup Information
Attendance: 25
Setup Type: As Is/Standard

Availability Filters
Room Type: (all)
Find Space

Selected Locations
No rooms currently selected
List Grid

Availability

SELECT	AVAILABLE	LOCATION	CAPACITY
Request			
+ 1/1		CUB - 119	140
+ 1/1		CUB - 123	135
+ 1/1		CUB - 105	40
+ 1/1		CUB - 103	40
+ 1/1		CUB - 104	40
+ 1/1		CUB - 226	60
+ 1/1		CUB - 240	30
+ 1/1		CUB - 2L5	50
+ 1/1		CUB - 239	40
+ 1/1		CUB - 232	50
+ 1/1		CUB - 238	30
+ 1/1		CUB - 0H1	400

Click on the green and white “plus” sign to select single or multiple rooms.

The screenshot shows the 'CUB Request Form' with the 'Location' tab selected. On the left, there are sections for 'When and Where' (Date, Start/End Time, Recurrence), 'Facilities' (Anthony F. Ceddia Union Building), 'Setup Information' (Attendance: 25, Setup Type: As Is/Standard), and 'Availability Filters' (Room Type: (all)). A 'Find Space' button is at the bottom left. The main area displays 'Selected Locations' with a table:

DATE	HOLIDAYS	START	END	LOCATION	STATUS	SETUP COUNT	CONFLICT
8/21/2015 Fri		8:00 AM	9:00 AM	CUB - 024	Request	25	
8/21/2015 Fri		8:00 AM	9:00 AM	CUB - 034	Request	25	

Below this is a grid view for 'Friday, August 21, 2015 - Saturday, August 22, 2015' showing room availability for 16 hours. A list of rooms is shown on the left, with a blue box highlighting a green plus sign next to 'CUB100 - MPR'.

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

The 'Item Lookup' dialog box shows a search for 'Faculty'. It displays a message: 'Groups you can book for' and 'You currently do not have any Groups for which you can book'. Below, it shows 'Group name starts with: Faculty'. A table titled 'Top 1 matching Groups' has the following data:

ADD	GROUP NAME	GROUP TYPE	CITY
<input type="checkbox"/>	Faculty Senate	Faculty	

A 'Done' button is at the bottom left.

Info Location **Details**

Event Details

Event Name:* Shippensburg Faculty Meeting Event Type:* Meeting

Group Details

Group:* Faculty Senate

1st Contact:* Kyle Kurutz

Phone: Fax:

Email:* kkurutz@ship.edu

Attachments

Attach File

Other Information

How much time do you need for setup?:

How much time do you need for teardown?:

Post on public calendar?:

Purpose of Event (will appear on all calendars):*

Will admission be charged?:*

Will there be food at this event?:*

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.*

Equipment Needed - CUB

Additional Equipment

- Chairs
- Coat Rack
- Easel
- Extension Cord
- Flags
- Pipe and Drape
- Portable Bulletin Board
- Portable Dry Erase Board
- Stanchion
- Standing Podium
- Table Top Podium

Audio / Visual

- 1/8 in Audio Cable
- LCD Projector
- Portable Projector Screen
- VGA Cable with Audio
- VGA Cable without Audio
- Wired Microphone
- Wireless Microphone

Tables

- 6 ft Narrow
- 6 ft Regular
- Banquet Round
- Cocktail Table
- Half Moon
- Quarter Moon
- Serpentine

Event Setup Information

Click "Submit"