CAMPUS
RESERVATIONS
HANDBOOK FOR
STUDENT ORGANIZATIONS

Contact Information:

Telephone #: (773) 508-8117
Fax #: (773) 508-3181
E-mail: Campus-Reservations@luc.edu
WebViewer Website: http://roomres.luc.edu
Hours: Monday – Friday 8:30AM -5:00PM
Reserving a Room:

- Fill out a form on our WebViewer at [http://roomres.luc.edu](http://roomres.luc.edu)
- Please be as specific as possible when you contact us to make a request. It is extremely helpful if you know information such as which room you would like to request.
- Please use the Reference Number (example: 2011-AAHGBF) in any correspondence regarding your reservation
- You must make your reservation request 7-10 days in advance. All set-up details must be entered at this time to guarantee set-up. If set up is not submitted 3 days before your event, the room comes “as-is.”
- You will receive a confirmation e-mail. Please bring it to the event.
- Please cancel your events at least 48 hours ahead of time by emailing the cancellation e-mail box at: [campusres-cancellations@luc.edu](mailto:campusres-cancellations@luc.edu). This amount of time will allow us to let Facilities and Campus Security know about the cancellation.
- No reservations will be taken over the phone, via e-mail, or in person. ALL requests must be placed through the Webviewer system. If the Webviewer is not operational, requests may be placed via e-mail to [campus-reservations@luc.edu](mailto:campus-reservations@luc.edu).

Reserving a Banner or Table:

- Fill out a form on Webviewer at [http://roomres.luc.edu](http://roomres.luc.edu).
- Banner spaces are located in CFSU only. There are no Water Tower Campus banner spaces.
- Banner requests must be made 14 days in advance of the requested start date, and turned in at the CFSU Information Desk 7 days prior to the start date.
- Banners must be no more than 3 feet wide and 11 feet long.
- Banner reservations are for 14 days maximum, 5 days minimum.
- A copy of the Reservations Confirmation must be dropped off with the banner. If the confirmation is not included, the banner will not be hung.
- If the banner is not dropped off by the deadline, the Campus Reservations staff reserves the right to cancel the reservation. CFSU staff members may also refuse banners that do not meet the necessary criteria to be hung in the Student Union.
- Table requests must be submitted at least one week in advance.
- Tables are located in CFSU, the Life Science Building, Simpson Living Learning Center, and outside of the IC at the Lakeshore Campus; at the Water Tower Campus, tables are located at the Terry Student Center and Corboy Law Center.
To reserve a table in SLLC, students must contact Andrew Naylor (anaylor@luc.edu)
For tables located in the Corboy Law Center, students must contact Law Room Reservations (lawroomreservations@luc.edu).
To reserve a table in the Terry Student Center, students must contact Anne Marie Morgan - amorga3@luc.edu).

- No reservations will be taken over the phone, via e-mail, or in person. ALL requests must be placed through the Webviewer system. If the Webviewer is not operational, requests may be placed via e-mail to campus-reservations@luc.edu.

**Policies and Procedures:**

- **Student Groups are limited to***:
  - General & E-board meetings: 2 hours
  - Special Events: 4-6 hours
  - 1 General meeting per week
  - 1 E-board meeting per week
  - No more than 2 special events per month

  * In the event that more space or time is needed, special accommodations may be made at the discretion of the Campus Reservationist.

- Reservations are processed on a first-come, first-served basis.
- Only requests submitted on the Webviewer will be processed.
- Processing a request may take up to 2 days. More time may be needed when requesting academic space (please see website for academic blackout dates).
- No meetings or events can occur during the first week of an academic semester without the permission of Student Activities.
- Duplicate and multiple reservations may be deleted at the discretion of the Campus Reservationist after multiple attempts to contact the group have been made. An electronic notification of the final determination will also be sent, and available for viewing on the Webviewer.
- Student Organizations are prohibited from planning events during holidays, study days, final exams, and academic breaks. Students are also prohibited from hosting events during the summer, which spans from the last day of Spring Semester to the first day of Fall Semester.
- Requests for academic spaces (classrooms, auditoriums, computer labs) cannot be processed until the third week of the given semester due to academic scheduling.
- Space Confirmation print-outs must be brought to all events. Campus Safety has the right to remove anyone from a space if they cannot present proof of reservation.
- If the above cancellation policy (an event must be canceled 48 hours in advance) is not abided by and a student organization does not use their space, the following consequences will be imposed:
  - Special Event Spaces: You will serve a 1 week suspension surrounding your reservations.
○ Classrooms/meetings: 3 strikes you are out policy (after 3rd strike, 1 week suspension).
○ If a student organization violates their reservations suspension, then that student organization will lose their privileges to make reservation request for the academic year.

Using the Webviewer

Note: Mozilla Firefox and Safari do not support the Webviewer. Use Internet Explorer only.

Making a Request

1. Go to: [http://roomres.luc.edu](http://roomres.luc.edu).
2. Click on **My Requests**.
3. Enter your username and password. The username and password for your organization should have been emailed to your main contact. If you do not know and cannot find your username or password, please contact Campus Reservations at campus-reservations@luc.edu.
4. Enter an **Event Name**.
5. Choose an **Event Type** from the dropdown menu.
6. Choose a **Sponsoring Organization** from the dropdown menu. If your organization is not listed, skip this step. It will not affect the reservation process.
7. Enter an **Expected Headcount**.
8. Choose a **Start Date** and an **End Date**.
   a. If the reservation has multiple dates in no specific sequential order, the **Ad Hoc** button should be selected.
      i. Choose the additional dates and click on **Enter** to select.
   b. If the reservation is repeating every day for a certain number of days, the **Daily** button should be selected.
      i. Choose the button next to **Until** and choose the last date of the reservation (Ignore the “repeat every days” and “for repetitions” options).
   c. If the reservation is repeating every week (or every two weeks, etc.) for a certain number of weeks, the **Weekly** button should be selected.
      i. Choose the number of weeks, the day of the week, and the end date for the reservation (ignore the “For Repetitions” option).
9. If you wish to request a specific space, choose the button next to **Specific Space** and choose the space from the dropdown menu.
10. If you have a specific campus or building in mind, choose the button next to **Any Space** and choose the building or campus from the dropdown menu.
11. Choose **Other** if you wish to type in the name of the space that you want reserved, or cannot find the appropriate space in the dropdown menu.
12. **DO NOT** fill in the sections titled **Custom Attributes** and **Requirements**. If you have special set-up instructions or any other notes, type them in the **Comments** section.
13. When complete, click on **Next**...
14. Review your request and click on **Submit Request**.

After this process, a receipt of your request will be sent to you via e-mail. This is NOT a space confirmation. Proof of your request can also be found in the WebViewer.

**Checking the Status of a Request:**

1. Go to: [http://roomres.luc.edu](http://roomres.luc.edu).
2. Click on **My Requests**.
3. Click on **Pending** to review requests that have not yet been approved. Notes about the reservation can be seen here if it cannot be processed.
4. Click on **Approved** to view events that have been processed. Confirmations can be printed from these pages as well.

**Requesting Audiovisual Equipment:**

1. **Centennial Forum Student Union (CFSU):**
   - If requesting AV equipment for the spaces in CFSU, please contact Bryan Goodwin ([bgoodwin@luc.edu](mailto:bgoodwin@luc.edu)).

2. **Teleconference Equipment:**
   - If requesting teleconferencing equipment in any designated teleconference space, please contact the IT Help Desk (extension 4-4444) for assistance.

3. **All other Campus Spaces:**
   - For all other audiovisual assistance, you will need to contact Classroom Technology Support at [cts@luc.edu](mailto:cts@luc.edu).
   - To rent necessary equipment, you will need to contact the Digital Media Lab at 773.274.3000 or Conference Services at 773.508.8090.
   - Requests must be made at least 7 business days in advance of your event. A space confirmation must be received prior to making the AV requests.