To request space on campus go out to VEMS (https://ems.drake.edu/EmsWebApp/) and Log In. If you don't already have an account you will need to request to be added as a user before you can request space. Requests for space must be submitted 5-business days in advance (Saturday, Sunday, and Holidays are NOT business days). Any requests after 3pm fall on the next business day.

Go out to VEMS and Log In. Your login will be your Drake ID# and Drake password.

Once you are logged into the system, you can I either click on "CREATE A RESERVATION" from the navigation bar on the left. Or you can click "BOOK NOW" button

RECURRING EVENTS: If your event occurs over multiple dates you will use the "RECURRENCE" button. If you use this button you need to make sure to select the type of recurrence (weekly, monthly, random), how often the recurrence happens (i.e. 10 times) or when the recurrence ends (i.e. specific date) and you must hit the "APPLY RECURRENCE" button or it will not take. The system will allow you to do up to 15 bookings (i.e. dates) in 1 reservation.

THE FIRST WAY TO SEARCH FOR SPACE IS… to search all facilities for rooms that will fit the needs for your event.

As you enter data in the main area and under "Let Me Search For A Room" (locations, set-up types, number of people) the system will start to narrow down your options. If you the system doesn'

SCHEDULE VIEW

LIST VIEW
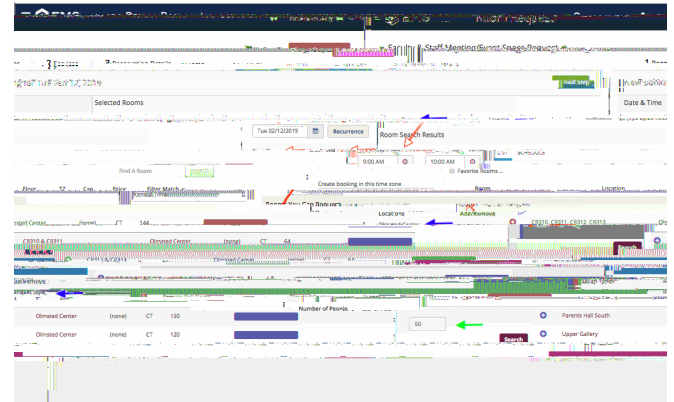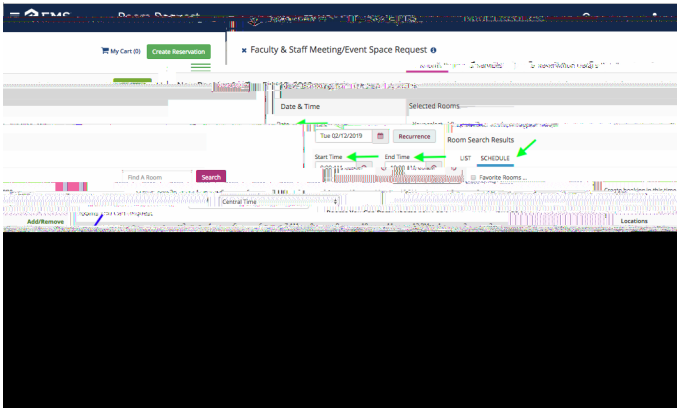
When you decide which room(s) you want, click the "+" button to the left of the room name. If for any reason there is no "+" next to the rooms listed, it is possible that the building is closed and therefore those rooms would not be available to reserve.
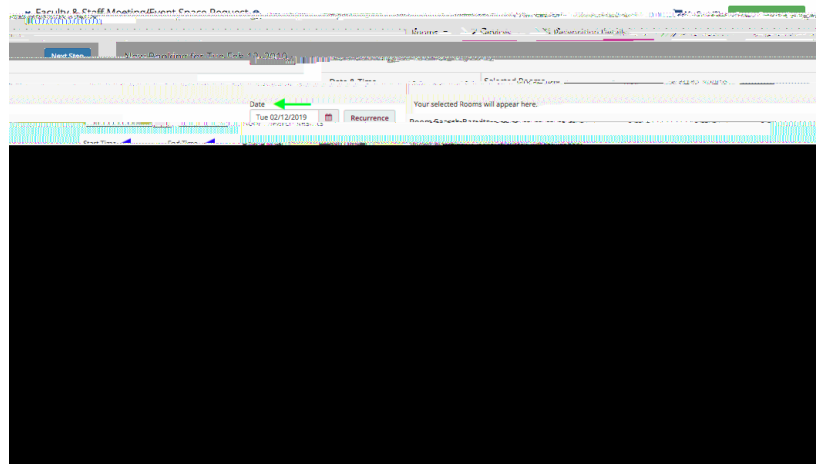
THE SECOND WAY TO SEARCH FOR SPACE IS… If you know what room you want to book, you can search just for that room. You will need to enter your date and time and then under "I Know What Room I Want" you can start typing the room name and the system will start pulling in all rooms with the naming convention you start typing. If the room you want appears then click on that.

NOTE:

No matter which search option you select, when you choose the room(s) you want you will be asked to fill in and/or confirm you expected "No. of Attendees" and the "Setup Type" for your event. Once you do this click "ADD ROOM".
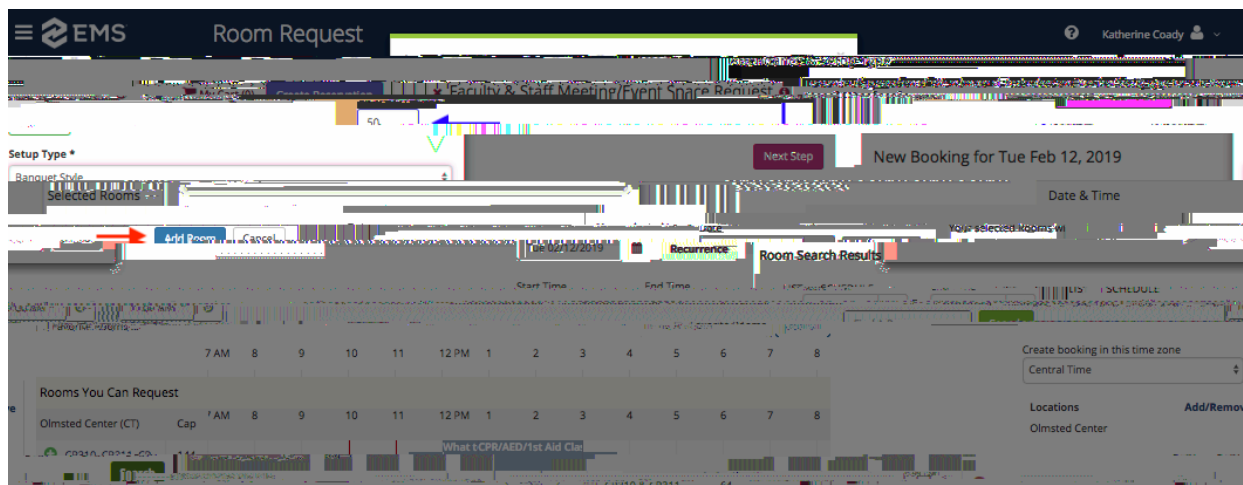
You will know that your room selection has been accepted as it will appear in the top portion of the screen under the "

This is the section where you will tell us about your event.

BRIEF DESCRIPTION OF EVENT
- Please be brief, but DETAILED.

SET-UP NEEDS:
For events with multiple rooms please specify the set-up for each room.

YES/NO QUESTIONS:
If you are unsure about something (ie not sure if you are having food) or still deciding on the details of your event (will we have alcohol or not) or all of your invitees have not RSVP'd (will Senator so and so be attending or not). Then answer YES to those questions. It is best for all parties to be able to plan for something in advance than to get these sorts of changes last minute.

After you have entered all of your information click "CREATE RESERVATION" in the bottom right hand corner of the page. You know your reservation has been accepted when you see this pop-up box.

NOTE: