



Reserving Space on Campus Guide

Purpose:

- For use when event planners across campus are reserving space through the Campus Reservation System.

Procedures:

1. Navigate to the Campus Reservation System: ems.drexel.edu
2. At the top right of the screen, sign in using your Drexel Credentials.
3. If you would like to browse for locations before creating a reservation, navigate to “Locations” under BROWSE.
 - a. Input your desired event date, must be 12 business days out from current date.
 - b. If you have specific buildings in mind, you can filter your search by adding/removing locations.
4. Once you know where you would like to host your event, select “Create a Reservation” on the left-hand navigation panel displayed on the home page.
5. You will need to select which reservation template you would like to use to create the reservation.
6. Enter your event date, time, and the location(s) and select search.
7. Select the green icon next to the room to add the room to your reservation.
 - a. Follow prompts on the pop-up and select “next step.”
8. If you need to request services for your event you can do so on the “services for your reservation” page. Select “next step” once all services requests have been added.
9. On the “reservation details” page please answer all required questions.
10. Select create reservation.
11. You will receive an email from the Event Services Office with details of the reservation you just submitted, and the current event status.
12. The Event Services team will work to process your event and will reach out if further information is needed.