

# UNIVERSITY EVENT MANAGEMENT

## FALL 2016 PRECALENDARING

### PRECALENDAR PERIOD

Precalendar for Fall 2016 events will be held **March 21st beginning at 12:00p.m. – April 8, 2016 ending at 5p.m.** During this period, recognized student groups will be able to request space in Lerner Hall for **September 6th – December 12, 2016.** *Confirmations will be available to view on your VEMS accounts on June 1, 2016 and will not be E-mailed.* Should you require it, you will be able to email or print your reservation by **logging on to your VEMS account**, going to **View My Requests** under Reservations Tab, **Selecting the event you want to view**, and choosing the option on the upper right hand area which says **View/Email Reservation Summary**. Contact [studentevents@columbia.edu](mailto:studentevents@columbia.edu) for any assistance.

**Please note Lerner Hall has limited availability on the following dates:**

- September – 7<sup>th</sup>, 19<sup>th</sup>, 27<sup>th</sup>
- October – 4<sup>th</sup>, 8<sup>th</sup>, 13<sup>th</sup>,
- November – 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup>, 24<sup>th</sup>, 25<sup>th</sup>
- December 4<sup>th</sup>,

### HOW TO SUBMIT A PRECALENDAR REQUEST

Precalendar requests must be submitted through the online space reservation system (EMS). Paper applications will no longer be accepted.

- Go to [ems.cuit.columbia.edu](http://ems.cuit.columbia.edu)
- Log in using your group's user ID and password
- Under the "Reservations" tab, select the "Recognized Student Group – Precalendar" form
- Provide all necessary details for your request

### PRECALENDAR REQUEST PARAMETERS

- Precalendar requests will be accepted for **Lerner Hall, Undergraduate Student Life rooms 505B, 505G, and 505L, Schapiro Dance Room 111, the Schapiro Lounge, Shapiro meeting room 109, Broadway Hall Lounge 14<sup>th</sup> Floor West, Broadway 1<sup>st</sup> floor rm 120, & Wien Lounge.**
- **Lerner 505B&G&L and Residence Hall Lounges** are available to the following recognized Undergraduate student groups on the Morningside Campus (**ABC, CI, Club Sports, IGC, SGB, IGB**).
- **The Schapiro East Dance Room 111, Shapiro meeting room 109, Broadway 1<sup>st</sup> floor rm 120 & the Broadway Hall Lounge 14<sup>th</sup> Floor West** are available Monday - Thursday and Sunday 9:00 a.m. - 11:00 p.m., as well as Friday and Saturday 9:00 a.m. - 1:00 a.m. The Schapiro dance room is strictly for rehearsals; no events or meetings may be held, as well furniture and audio visual equipment are not permitted in that dance room. The Broadway Hall Lounge 14<sup>th</sup> Floor West however does not allow activity with dancing or any stomping.
- **The Wien Lounge & the Schapiro Lounge** are ONLY available Thursday and Sunday 9:00 a.m. - 11:00 p.m., as well as Friday and Saturday 9:00 a.m. - 1:00 a.m.
- Events cannot be held outside of normal Lerner Hall building hours. Programming permitted after 5pm Monday – Friday and All Day Saturday and Sunday
- **Requests for recurring meetings and rehearsals cannot exceed one per week.**
- Outdoor space, Residence Hall Lounges that are not listed, and Classrooms are not available as part of the Precalendar process, but **will re-open for booking requests 1 week before the first day of classes. More information to go out before the end of the semester.**
- **Students will be allowed to set up Furniture and AV requests through VEMS over the break after Confirmations have been finalized.**

### EMS ACCOUNTS

Every recognized student group must have a registered account with EMS in order to submit a precalendar request. A group email address is required for a registered account. If you do not yet have a registered account or need to reset your password, a designated executive board member should come in person to Lerner Hall UEM office room 704 and see someone from Student Events.

### QUESTIONS

- Learn more: [uem.columbia.edu/precalendar](http://uem.columbia.edu/precalendar)
- Creating an EMS account or resetting your password: email [emsaccounts@columbia.edu](mailto:emsaccounts@columbia.edu)
- Precalendar: contact your group's advisor in Student Life or email our team at [studentevents@columbia.edu](mailto:studentevents@columbia.edu)