UNIVERSITY EVENT MANAGEMENT
SPRING 2016 PRECALENDARING

PRECALENDAR PERIOD
Precalendaring for Spring 2016 events will be held October 26 beginning at 12:00 p.m. – November 13, 2015 ending at 5 p.m. During this period, recognized student groups will be able to request space in Lerner Hall for January 19th – May 2, 2016. Confirmations will be available to view on your VEMS accounts on January 4, 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 for any assistance.

Please note Lerner Hall has limited availability on the following dates:
- February – 4th, 19th, and 27th
- March – 4th, 6th, 14 – 18th (Spring Break), 23rd, and 25-27th
- April – 2nd, 3rd, 9th, 10th, 15 – 17th, and 22 – 30th
- May – 1st and 2nd

HOW TO SUBMIT A PRECALENDAR REQUEST
Precalendaring requests must be submitted through the online space reservation system (EMS). Paper applications will no longer be accepted.
- Go to 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 14th Floor West, Broadway 1st floor rm 120, & Wien Lounge.
- Lerner 505B&G&I. 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 1st floor rm 120 & the Broadway Hall Lounge 14th 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 14th 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/precalendaring
- Creating an EMS account or resetting your password: email emsaccounts@columbia.edu
- Precalendaring: contact your group’s advisor in Student Life or email our team at studentevents@columbia.edu