Using the UNH Event Services Request Portal
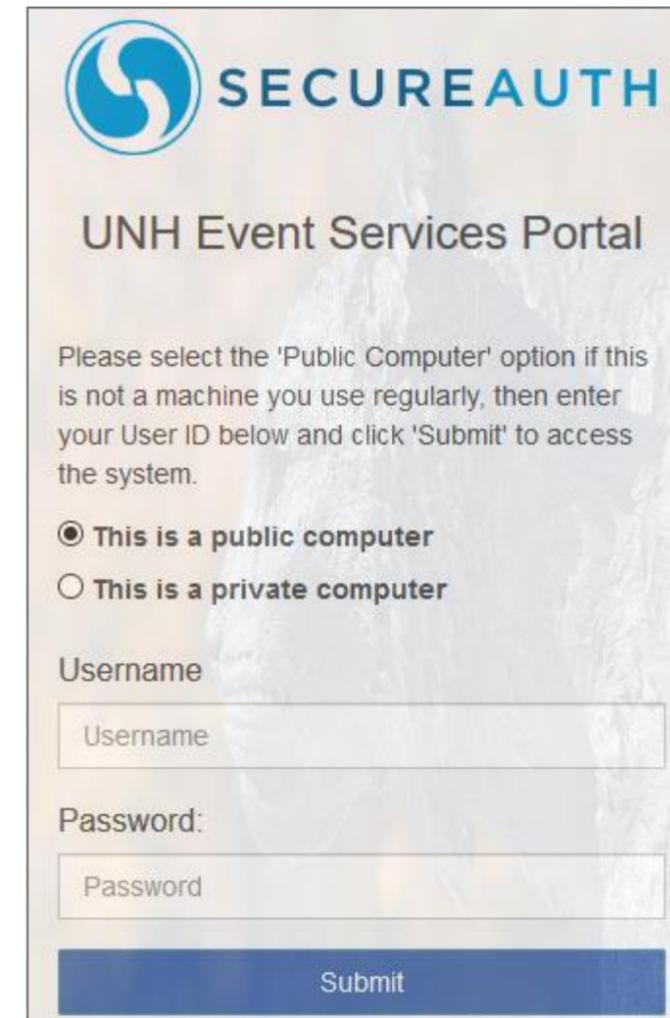
UNH Event Services Portal

The UNH Event Services Portal is the online system to request use of campus rooms for meetings and events, and to request event services to support those events – i.e. Parking, Catering, Grounds and Events, Police, AV Services.

When fully implemented, all spaces and event services will be managed through this system. Implementation priorities are: Large event and athletic spaces, event service providers, classroom space, other core campus space, off campus space. If the space or service you need is not currently available for request through this system, continue to contact the appropriate department directly.

Request ability as of August 2018 includes:

- Johnson and Hennessey Theaters
- Memorial Union
- Campus Lactation Room
- Student Collaboration Spaces

Use your UNH AD Account to log on at:
https://unh.emscloudservice.com/web/portalauth.aspx

External groups, please contact UNH Conferences and Catering: conferences@unh.edu

UNIVERSITY of New Hampshire

Navigating the Request System

CREATE A RESERVATION

Initiate a new request for space and event services

MY EVENTS

Review requests you have already made.

EVENTS

See other events already scheduled. Its always a good idea to see what else is happening before you book space for your event.

LOCATIONS

See information about various rooms without entering the Reservation Request area.

PEOPLE

Search for events being held by a specific group.

HOME

CREATE A RESERVATION

MY EVENTS

BROWSE

EVENTS

LOCATIONS

PEOPLE

SITE HOME   MY HOME

Welcome to the

UNH Event Services Portal

Users Outside the UNH Community

Users without a UNH AD log-in should contact

- MUB scheduling office at 603-862-1526 to inquire
- Department of Theater and Dance Office at 603-

This area will provide information that is currently relevant to anyone using the system.

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Requesting Space

Room Request

My Reservation Templates

Campus Event and Specialty Room Re...	book now about
Student Collaboration Spaces	book now about
MUB Meeting Room Request	book now about
MUB Information Table Request	book now about

TEMPLATES
Spaces are grouped similarly. Some request templates are available to all campus users and some are limited to specific audiences. This image will may match what is available to you

BOOK NOW
Click here to initiate a request using that template

ABOUT
This gives you the ability to see what spaces and types of events can be requested with this template.

About The "Campus Event and Specialty Room Request" Template

INFORMATION   BOOKING RULES

This request template is designed to manage requests specifically for use of event and specialty rooms on campus. More rooms will be added to this request form as this system is expanded over the coming months. In the meantime, requests for event and specialty rooms not shown here should be directed to the department that owns the space.

About The "Campus Event and Specialty Room Request"

INFORMATION   BOOKING RULES

Maximum number of bookings allowed per reservation	100
Cancel booking in progress	No
End booking in progress	No
Only allow new bookings within this number of days	365
New booking cutoff hours	168

BOOKING RULES
This area will give you information on rules that apply to requests (i.e. how early or late a request can be submitted online.)

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Requesting Space

DATE

Select the first date or first of the series of dates you are interested in. The first date shown in this box is generally the first date you are permitted to request based on the rules of the request template you are using.

RECURRENCE

If you are creating a booking that repeats over multiple dates, use this feature.

TIME

This should be your actual advertised event time. The system will add standard set up and breakdown times based on parameters set by the space owner. If you have specific requirements, you can add that to notes later in the process.

LOCATIONS

Narrow down which buildings you want to search, or leave the selection as "all" to search all of the buildings available in the request template you are using.
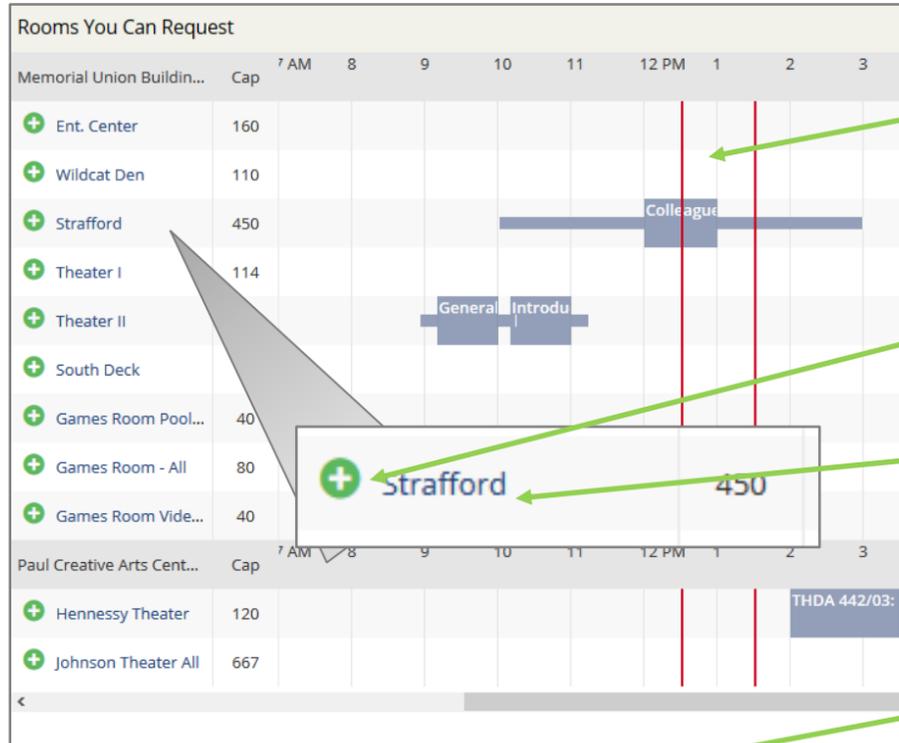
FILTERS

Filters by floor, available set up types, room types or room features allow you to narrow in on available space that matches your specific criteria.

SEARCH

Click "search" or continue to open the next blue bar to filter your space options down with more specific criteria.

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Requesting Space

Rooms You Can Request

Memorial Union Buildin...	Cap
⊕ Ent. Center	160
⊕ Wildcat Den	110
⊕ Strafford	450
⊕ Theater I	114
⊕ Theater II	
⊕ South Deck	
⊕ Games Room Pool...	40
⊕ Games Room - All	80
⊕ Games Room Vide...	40

⊕ Strafford   450

Paul Creative Arts Cent...	Cap
⊕ Hennessy Theater	120
⊕ Johnson Theater All	667

AVAILABILITY

After clicking "search" on the previous screen, the system applies your parameters and shows you available space. Red lines indicate the time you entered into your request.

⊕

Click the "+" sign to select a room and add it to your request.

ROOM NAME

Click on the blue room name to see specific information about that space. See pop out images below.

Room Details | Set up Types | Features | Images

about Strafford

ROOM DETAILS	SETUP TYPES	FEATUR

Room Code	240
Description	Strafford
Room Type	Multi Purpose
Floor	Second Floor
Size	3622
Notes	The Strafford Room is a multi-fun banquets, receptions, lectures, fa breakout sessions. It is equipped and has a wooden floor perfect f

about Strafford

ROOM DETAILS	SETUP TYPES	FEATURES	IMAGES	AV

Setup Type	Min Capacity	Max Ca
Banquet Rounds - 6 per	0	108
Banquet Rounds - 8 per	0	144
Empty Room	0	450
Info Unavailable	0	260
Lecture Style	0	260

about Strafford

ROOM DETAILS	SETUP TYPES	FEATURES

ADA Accessible - YES
Air Conditioning - YES
Cable Television
Ethernet Connection - no cord
Floor - hard surface
HDMI Connection

about Strafford

ROOM DETAILS	SETUP TYPES	FEATURES	IMAGES

University of New Hampshire

Requesting Space

Attendance & Setup Type

To continue, please enter the number of attendees and desired setup type for this Room.

No. of Attendees *

0

Setup Type *

Room Request

✕ Campus Event and Specialty Room Request ⓘ

🛒 My Cart (1)

1 Rooms   2 Services   3 Reservation Details

New Booking for Wed Sep 12, 2018

Next Step

Date & Time	Selected Rooms ✎ Attendance & Setup Type
Date	⊖ Strafford

ATTENDANCE AND SET UP

Your expected event attendance and the desired room set up are required here. The capacity of a specific set up capacity for that room will be cross checked and verified.

OVERVIEW

🛒 Room shows in your cart.

⊖ Use to remove the room and start over.

✎ Use to edit your attendance and set up

Press "Next Step" to move to the "services" request area.

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Requesting Services

SERVICES
Services are any equipment and services (catering, parking, police, etc.) that are available for you to request for your event. If you need these services, it is always preferred that you initiate your request at the time you are selecting the room, even if you don't have all of your details.

CATEGORIES
Services are broken into categories by provider.

RESOURCES
Resources are any item you select to add to your order. You will be asked to select a quantity and usually have the ability to add special instructions.

SERVICE TIMES
Some categories and resources will ask you to add "service times" and "service types". Items like catering and parking will generally vary from the actual event time. For example, a parking request might be ½ hour earlier and later than your event time. A catering order may be a lunch that you want delivered two hours after your event starts.

Coming 2019 - Not yet available online

Group and Contact
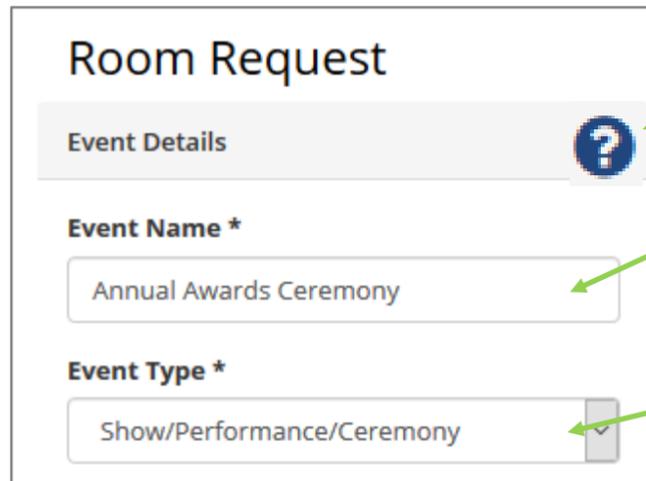
CLICK FOR GUIDANCE

EVENT NAME

Be descriptive. "Committee B Meeting" is better than just "meeting". Use capitalization as appropriate and check spelling as this text may display publicly.
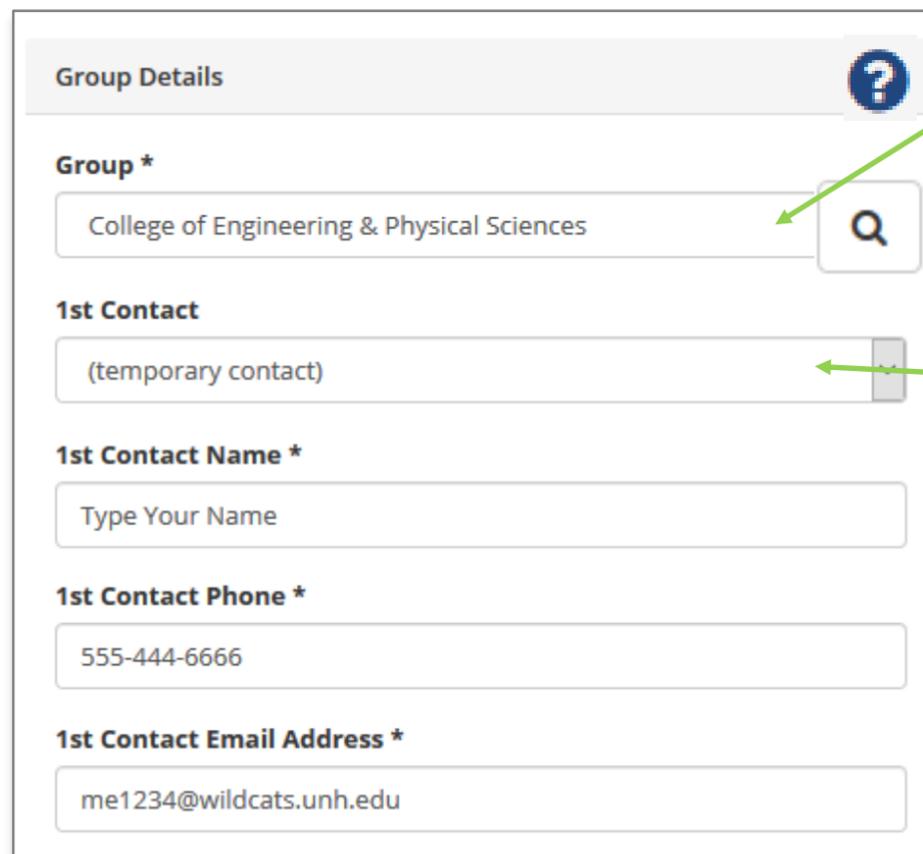
EVENT TYPE

Select one that is appropriate to describe your event.

GROUP

Use the magnifying glass. Start typing at least 3 letters to search names. If you don't see what you need, search a different way. For example, "Alpha Xi Delta" will not display if you type "AXD". If you cannot find your department name, use the next highest level of department. For example, if the Physics Department was not listed, you would use "College of Engineering and Physical Science", and change the event name to "Physics Department Awards Ceremony."

CONTACT

If your name is not in the drop down list for contacts, use (temporary contact) and type in your name, phone number and email address

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Additional Information Request

Please provide a full explanation of the purpose and format of this event: *

Are there any other student orgs, campus departments or outside organizations sponsoring this event with you? *

Choose one

What is the actual advertised event start time? *

What is the anticipated event end time? *

Are there any accommodations required for guests with disabilities? *

Choose one

Are you selling tickets or requiring registration for this event? *

Choose one

Are you serving food? *

Choose one

Will there be any High Profile Speakers or Guests in attendance? See terms and conditions below for an explanation of High Profile and VIP. *

Choose one

Minors: Is there anyone under the age of 17 expected to be participating in or attending this event? *

Choose one

Additional Comments / Requests

ADDITIONAL INFORMATION

These questions may vary based on the request template you are using. Please be as thorough as possible as your answers will allow the space and service providers to ensure that appropriate policies are followed and to assist you in creating a high quality experience for your guests. Some answers will trigger notices to specific campus departments.

HIGH PROFILE SPEAKERS AND GUESTS

You are required to let the university know if you are inviting a high profile or VIP guest to campus. Appropriate departments will be notified if necessary to help ensure your event is safe and successful.

MINORS

You are required to notify the university if minors under the age of 18 are expected to attend or participate in your event. Depending on the nature of the involvement, appropriate campus departments will be notified if necessary to ensure the university is meeting proper risk management requirements.

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Additional Information Request

Billing Information

ENC. Number

☐ I have read and agree to the terms and conditions

terms and conditions

Terms and Conditions

Fronting:

It is a violation of policy for a campus department, stu
other UNH entity to reserve space on behalf of anothe
purpose of giving that providing access to space or pri
they would otherwise not be eligible for. This includes
reserving space on behalf of campus departments, car
reserving space on behalf of student organizations an

BILLING INFORMATION

If your event will incur charges for space or services, it is preferred that you have your encumbrance number at the time you make your request. If it is not available, you are expected to provide it prior to the event taking place.

TERMS AND CONDITIONS

You need to actually read this. There is information related to several campus policies you will be held to standard for.

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After your event is submitted

NOW WHAT?

If your request is for a space or service that needs approval, it will be routed to the appropriate space and event service providers who will reach out if they have questions about their portion of the request. Each will send a confirmation including any applicable charges.

MY EVENTS

Return here to keep track of your events, both current and past.

RESERVATION vs. BOOKING

Choose how to view. A booking is one reservation in a specific room at a given time. A reservation is a group of bookings, for example, a repeating recurring meeting.

DETAILS

Click the event name to call up the details of your request / reservation.

STATUS

Allows you to see if your space has been approved. This DOES NOT mean that all of the service providers – parking, catering, police etc. have reviewed your request. They will contact you separately.