HOW TO RESERVE A ROOM FOR YOUR GROUP

STEPS TO RESERVE A ROOM:

1) BEFORE YOU START, MAKE SURE THAT YOU ARE LISTED AS A ROOM REQUESTER ON YOUR GROUP’S WUGO ROSTER
   • IT USUALLY TAKES 24 HOURS FOR THE ROSTER TO SYNC WITH THE ROOM RESERVING WEBSITE).
2) GO TO RESERVE.WUSTL.EDU
3) LOG IN WITH YOUR WUSTL KEY
4) CHOOSE A TYPE OF SPACE TO RESERVE:
   • POOLED CLASSROOM:
     • ANY SPACE USED FOR CLASSES SUCH AS SIMON 1 AND WRIGHTON HALL 300
   • STANDARD SPACE:
     • ANY NON-CLASSROOM MEETING SPACE SUCH AS THE DUC MEETING ROOMS OR URSA’S STAGESIDE/FIRESIDE
   • PREMIERE SPACE:
     • ANY LARGE SPACE USUALLY USED FOR LARGE EVENTS SUCH AS GRAHAM CHAPEL OR RISA COMMONS
5) USE THE LEFT MENU TO SPECIFY THE DATE, TIME, AND NUMBER OF ATTENDEES
   • TIP: USE THE SCHEDULE TAB TO LOOK AT THE AVAILABILITY OF EACH ROOM
   • TIP: SOME LARGER MEETING SPACES WILL NOT APPEAR IF YOUR NUMBER OF ATTENDEES IS ONLY 1
   • TIP: YOU MUST BOOK PREMIERE SPACES AT LEAST TWO WEEKS IN ADVANCE
6) CHOOSE A ROOM AND CLICK “NEXT STEP” IN THE TOP RIGHT
7) FILL OUT THE FORM WITH YOUR EVENT’S INFORMATION
   • FOR PREMIERE SPACES, THE ROOM SETUP WILL ALREADY BE PRE-FILLED FOR YOUR REQUEST. YOU ONLY NEED TO ADD THE DATE AND TIME FOR YOUR EVENT.
   • FOR “ORGANIZATION” YOU SHOULD LIST YOUR GROUP’S NAME, NOT YOUR PERSONAL NAME
   • FOR BILLING REFERENCE, USE THE SU BILLING REFERENCE: “9125”
IMPORTANT DATES

FALL SEMESTER:
PREMIER & STANDARD SPACES:
• ONE TIME EVENTS CAN BE BOOKED ONE CALENDAR YEAR IN ADVANCE, BEGINNING THE FIRST BUSINESS DAY OF JANUARY
• RECURRING MEETINGS, REHEARSALS, AND EVENTS CAN BE REQUESTED ON THE FIRST BUSINESS DAY AFTER SPRING BREAK

CLASSROOMS:
• RESERVATION REQUESTS MONDAY THROUGH THURSDAY BEGINNING AFTER 8PM WILL BE ACCEPTED ON THE FIRST BUSINESS DAY OF AUGUST
• RESERVATION REQUESTS STARTING FRIDAY AT 4PM THROUGH SUNDAY AT MIDNIGHT WILL BE ACCEPTED ON THE FIRST BUSINESS DAY OF AUGUST
• RESERVATION REQUESTS MONDAY THROUGH THURSDAY BEGINNING BEFORE 8PM AND FRIDAY BEGINNING BEFORE 4PM WILL NOT BE ACCEPTED UNTIL TWO DAYS AFTER THE FIRST DAY OF CLASS

HOLIDAYS:
• SPACES ARE NOT AVAILABLE FOR RESERVATION ON LABOR DAY, THANKSGIVING DAY, THE DAY AFTER THANKSGIVING, CHRISTMAS EVE, OR CHRISTMAS DAY

SPRING SEMESTER:
PREMIER & STANDARD SPACES:
• ONE TIME EVENTS CAN BE BOOKED ONE CALENDAR YEAR IN ADVANCE, BEGINNING THE FIRST BUSINESS DAY OF JANUARY
• RECURRING MEETINGS, REHEARSALS, AND EVENTS CAN BE REQUESTED ON THE FIRST BUSINESS DAY AFTER FALL BREAK

CLASSROOMS:
• RESERVATIONS REQUESTS MONDAY THROUGH THURSDAY BEGINNING AFTER 8PM WILL BE ACCEPTED ON THE FIRST BUSINESS DAY OF JANUARY
• RESERVATION REQUESTS STARTING FRIDAY AT 4PM THROUGH SUNDAY AT MIDNIGHT WILL BE ACCEPTED ON THE FIRST BUSINESS DAY OF JANUARY
• RESERVATION REQUESTS MONDAY THROUGH THURSDAY BEGINNING BEFORE 8PM AND FRIDAY BEGINNING BEFORE 4PM WILL NOT BE ACCEPTED UNTIL TWO DAYS AFTER THE FIRST DAY OF CLASS

HOLIDAYS:
• SPACES ARE NOT AVAILABLE FOR RESERVATION ON NEW YEAR’S EVE, NEW YEAR’S DAY, OR MARTIN LUTHER KING JR. DAY

REHEARSAL RESTRICTIONS:

• RECURRING REHEARSAL RESERVATIONS ARE LIMITED TO SIX HOURS PER WEEK IN ALL EVENT MANAGEMENT SPACES.
• REHEARSAL TIME CAN BE INCREASED FOR GROUPS WITH SCHEDULED PERFORMANCES. TO SCHEDULE INCREASED RECURRING REHEARSAL TIME, PLEASE CONTACT YOUR EVENT COORDINATOR

• REHEARSAL RESERVATIONS IN THE DUC:
  • CANNOT BE MADE BEFORE 10PM ON MONDAY THROUGH THURSDAY
  • CAN BE MADE AFTER 4PM ON FRIDAY THROUGH MIDNIGHT ON SUNDAY