

CAMPUS RESERVATIONS

HANDBOOK FOR FACULTY AND STAFF

Contact Information:

Telephone #: (773) 508-8117

Fax #: (773) 508-8070

E-mail: Campus-Reservations@luc.edu

Webviewer Website: <http://roomres.luc.edu>

Hours: Monday through Friday 9:00-5:00

Reserving a Room:

- Fill out a form on our Webviewer at <http://roomres.luc.edu>
- Please be as specific as possible when you contact us to make a request. It is extremely helpful if you know information such as which room you would like to request. Please refer to later pages in the packet that provide a description of the rooms available for reservation so that you can host your event in the appropriate space.
- Please use the **Reference Number (example: 2009-AAHGBF)** in any correspondence regarding your reservation.
- You must make your reservation request 7-10 days in advance. All set-up details must be entered at this time to guarantee set-up.
- You will receive a confirmation e-mail, please bring it to the event.
- Please cancel ahead of time if you need to.
- No reservations will be taken over the phone, via email, or in person. ALL requests must be placed through the Webviewer system. If the Webviewer is not operational, requests may be placed via email to campus-reservations@luc.edu.

Reserving a Banner or Table:

- Fill out a form on our Webviewer at <http://roomres.luc.edu>
- Banner spaces are located in Centennial Forum Student Union (CFSU) only. There are no Watertower Campus banner spaces.
- *Banner requests must be made 14 days in advance of the requested start date*, and turned in at the CFSU Information Desk 7 days prior to the start date.
- Banner must be no more than 3 feet wide and 11 feet long
- Banner reservations are for 7 days maximum, 5 days minimum.
- A copy of the Reservation Confirmation must be dropped off with the banner. If the confirmation is not included, the banner will not be hung.
- If the banner is not dropped off by the deadline the Campus Reservations staff reserves the right to cancel the reservation. CFSU staff members may also refuse banners that do not meet the necessary criteria to be hung in the Student Union.
- Tables are located in CFSU at the Lakeshore Campus and Terry Student Center at the Watertower Campus.
- Table reservations must be made 7 days prior to the requested start date.

- No reservations will be taken over the phone, via email, or in person. ALL requests must be placed through the Webviewer system. If the Webviewer is not operational, requests may be placed via email to campus-reservations@luc.edu.

Policies and Procedures:

- Reservations are processed on a first-come, first-served basis.
- Only requests submitted via the Webviewer will be processed. In the case of an emergency, it is at the discretion of the Campus Reservationist to accept and approve events not received via the Webviewer.
- Processing a request may take up to 5 days. More time may be needed when requesting an academic space.
- Duplicate and multiple reservations may be deleted at the discretion of the Campus Reservationist after attempts to contact the requester have been made. An electronic notification of the final determination will also be sent, and available for viewing on the Webviewer.
- Requests for academic spaces (classrooms, auditoriums, computer labs) cannot be processed until the third week of the given semester due to academic scheduling.
- Space Confirmation print-outs must be brought to all events. Public Safety has the right to remove anyone from a space if they cannot produce proof of reservation.
- Set-up information will not be taken over the phone or in person. Please include set-up information in the online request. If necessary, please send an email with set-up information, including the reservation reference number to: campus-reservations@luc.edu

Using the Webviewer:

Note: Mozilla Firefox and Safari do not support the Webviewer. Use Internet Explorer only.

MAKING A REQUEST

1. Go to: <http://roomres.luc.edu>
2. Click on **My Requests**.
3. Enter username and password. Usernames and Passwords are available for faculty, staff, and registered Student Organizations

ONLY. Requests for usernames can be emailed to campus-reservations@luc.edu. Please make the subject "Username Request" for quick processing).

4. Enter an **Event Name**.
5. Choose an **Event Type** from the dropdown menu.
6. Choose a **Sponsoring Organization** from the dropdown menu. If your organization is not listed, skip this step. It will not affect the reservations process.
7. Enter an **Expected Headcount**.
8. Choose a **Start Date** and **End Date**. (These two dates should always be the same).
 - a. If the reservation has multiple dates in no specific sequential order, the **Ad Hoc** button should be selected
 - i. Choose the additional dates and click on **Enter** to select
 - b. If the reservation is repeating every day for a certain number of days, the **Daily** button should be selected.
 - i. Choose the button next to **Until** and choose the last date of the reservation (Ignore the "repeat every _ days" and "for _ repetitions" options).
 - c. If the reservation is repeating every week (or every two weeks, etc.) for a certain number of weeks, the **Weekly** button should be selected
 - i. Choose the number of weeks, the day of the week, and the end date for the reservation (Ignore the "For _ Repetitions" option).
9. If you wish to request a specific space, choose the button next to **Specific Space** and choose the space from the dropdown menu.
10. If you have a specific campus or building in mind, choose the button next to **Any Space** and choose the building or campus from the dropdown menu.
11. Choose **Other** if you wish to type in the name of the space that you want reserved, or cannot find the appropriate space in the dropdown menu.
12. **Do not** fill in the sections titled **Custom Attributes** and **Requirements**.
13. If you have special set-up instruction or any other notes, type them in the **Comments** section.
14. When complete, click on **Next...**
15. Review your request and click on **Submit Request**.

After this process, a receipt of your request will be sent to you via email. This is NOT a space confirmation. Proof of your request can also be found in the Webviewer.

CHECKING THE STATUS OF A REQUEST

1. Go to: <http://roomres.luc.edu>
2. Click on **My Requests**.
3. Click on **Pending** to review requests that have not yet been approved. Notes about the reservation can be seen here if it cannot be processed.
4. Click on **Approved** to view events that have been processed. Confirmations can be printed from these pages as well.

REQUESTING AUDIOVISUAL EQUIPMENT

Centennial Forum Student Union (CFSU):

- If requesting AV equipment in CFSU, please include this information in the comments section of your reservation request.

Teleconferencing Equipment

- If requesting teleconferencing equipment in any designated teleconference space, please include this information in the comments section of your reservation request. Campus Reservations will arrange for equipment if available.

All other campus spaces:

- All audiovisual requests must be made via the **IT Help Desk Self Service Application** found online at <https://heats.it.luc.edu/HeatLDAP/>
- Requests must be made at least 7 business days in advance of your event. A space confirmation must be received prior to making the AV request.

Lake Shore Campus Space Details:

Centennial Forum Student Union (CFSU)

1. Main Lobby (CFSU Main Lobby)

-Capacity: 200

-Possible Setups: reception, dance, performance with lecture style seating

-Equipment Available: stage, sound system, lighting, banquet tables, 6' tables, chairs, screen, LCD, laptop, podium, microphones, TV/VCR

2. Bremner Lounge (CFSU Bremner Lounge)

- Capacity: 120
- Possible Setups: reception, banquet, o-conference, u-conference, lecture
- Restriction: no stage setup
- Equipment Available: banquet tables, 6' tables, chairs, screen, LCD projector, podium, microphones and mixer, TV/VCR

3. Rambler Room (CFSU Rambler Room)

- Capacity: 300
- Possible Setups: reception, banquet, o-conference, u-conference, lecture
- Equipment Available: stage, sound system, lighting, banquet tables, 6' tables, chairs, screen, LCD projector, podium, microphones and mixer, TV/VCR
- Restriction: Can only reserve on Saturdays during the academic year.

4. Chamber Room (CFSU Chamber Room)

- Capacity: 22
- Possible Setups: O-conference style and is an "as is" room meaning that the set up may not be changed for any reason

6. Banners (CFSU Banner) and Tables (CFSU Table)

- See banner space guidelines for a full list of rules/instructions
- Six tables can be setup in the lobby at one time

Crown Center (CC)

1. Auditorium (CC Auditorium)

- Capacity: 245
- Possible Setups: Because this room is an auditorium, it is an "as is" room and the set-up cannot be changed for any reason
- Equipment Available: computer station and LCD projector, VCR and DVD projection, ELMO projector, overhead projector, microphones.
- Restriction: Academic space.

2. Lobby (CC Lobby)

- Capacity: 150
- Possible Setups: Banquet, Reception, Lecture
- Equipment Available: banquet tables, 6' tables, chairs, self-projecting podium/microphone (must be requested through the Help Desk)

Granada Center (GC)

1. Granada Center West Conference Room 291 (GC West Conf)
-Capacity: 24
-Teleconference Equipment Available: Please make the request in the Comments section.
2. Granada Center Conference Room 335A (GC 335A)
-Capacity: 24
3. Granada Center Conference Room 335B (GC 335B)
-Capacity: 8
4. Granada Center Conference Room 335C (GC 335C)
-Capacity: 22

Information Commons (IC)

1. Information Commons Teleconference Room 332 (IC Teleconference Room 332)
-Capacity: 11
-Teleconference Equipment Available: Please make the request in the Comments section.

*ALL OTHER INFO COMMONS SPACES ARE CONTROLLED BY LESLIE HAAS,
lhaas@luc.edu*

Simpson Living and Learning Center (SLLC)

1. Multi-Purpose Room (SLLC MPR)
-Capacity: 200
-Possible Setups: banquet, reception, lecture, o-conference, u-conference, seminar style
-Equipment Available: banquet tables, 6' tables, chairs, built-in LCD, computer station, and microphone.

Mundelein Center (MUND)

1. Mundelein Auditorium (MUNDAuditorium)
-Capacity: 1,200
-Possible Setups: banquet, reception, lecture, o-conference, u-conference, seminar style, tables, chairs, etc.,

-Restriction: academic space.

Quinlan Life Sciences Building (LSB)

1. Room 312 (LSB 312)

-Capacity: 28

-Possible Setups: Permanent O-Conference set-up; tables are around the outer edges of the room (can be used for buffet etc.,)

-Equipment Available: fully electronically equipped (computer station, LCD, screen, podium)

2. Rooms 212 and 412 (LSB 212 and LSB 412)

-Capacity: 30

-Setup: permanent seminar style

-Equipment Available: fully electronically equipped (computer station, LCD, screen, podium)

-Restriction: Academic spaces.

3. Auditorium (LSB 142)

-Capacity: 199

-Setup: permanent seminar style seating

-Equipment Available: fully electronically equipped (computer station, LCD, DVD and VCR capabilities, podium, lavalier microphones, handheld wireless microphones, podiums and microphone)

-Restrictions: Academic space.

Sullivan Center

1. Galvin Auditorium (SULL GALV)

-Capacity: 350

-Setup: permanent auditorium style seating

-Equipment Available: fully electronically equipped

-Restriction: Academic space.

2. Rooms 202 and 203 (SULL 202 and SULL 203)

-Capacity: 30 each when separated; 60 when combined

-Setup: conference style, set up "as is"

-Equipment Available: fully electronically equipped

-Restriction: Academic spaces.

3. Room 219 (SULL 219)

-Capacity: 15

-Setup: conference room, setup "as is"

-Equipment Available: fully electronically equipped
-Restriction: Academic spaces.

4. Room 260 (SULL 260)

-Capacity: 16
-Setup: conference room, set up "as is"
-Equipment Available: fully electronically equipped
-Restriction: Academic space.

5. Room 290 (SULL 290)

-Capacity: 24
-Setup: conference room, setup "as is"
-Equipment Available: fully electronically equipped.
-Restriction: Academic space.

Water Tower Campus Space Details

25 East Pearson (25EP)

1. Kasbeer Hall (25EP Kasbeer Hall)

-Capacity: 200
-Setup: banquet, reception, lecture, seminar
-Equipment Available: banquet tables, 6' tables, chairs, podium

2. Various Classrooms

3. 25EP 727 (25EP 0727)

-Capacity: 15
-Teleconference Equipment Available: Please make the request in the Comments section.

Lewis Towers (LT)

1. Lewis Towers Beane Ballroom (LT Beane Ballroom)

-Capacity: 100
-Setup: banquet, reception, lecture, o-conference, u-conference, seminar
-Equipment Available: banquet tables, 6' tables, chairs, LCD projector, screen, computer station, podium microphone.

Terry Student Center (TSC)

1. Terry Student Center room 302 and 303 (TSC 302 and TSC 303)
 - Capacity: 40 each.
 - Setup: conference room, setup "as is,"
 - Restriction: only available for reservation until 9pm, can only reserve one room at a time, not both even though they are connected. No computer.
 - Equipment: screen, projector, speakers.

Maguire Hall (JFMH)

1. Various Classrooms

Contacts for Additional Spaces:

Information Commons: Leslie Haas, lhaas@luc.edu

Regis Hall: Warren Hale, whale@luc.edu

Piper Hall: Carol Coyne, ccoayne@luc.edu

Gentile Center and Alumni Gym: Eric Weiler, eweiler@luc.edu

Zipoli's: Bryan Goodwin, bgoodwin@luc.edu

Halas Sports Center: Nathan Clark, nclark1@luc.edu