Space Request Guidelines
Spring 2015

Here are guidelines for reserving space for your club meeting or event. Please use the Event Space Management System (EMS) at [ems.haas.berkeley.edu](http://ems.haas.berkeley.edu). There are different processes to follow for different types of rooms, outlined below. If you have questions, please contact the MBA Program Office Student Affairs team, Amy Hornstein, [amyh@haas.berkeley.edu](mailto:amyh@haas.berkeley.edu), or Julia Rosof, [julia@haas.berkeley.edu](mailto:julia@haas.berkeley.edu).

**Study Rooms**
Group Study Rooms in the Computer Center, Library and Faculty Building are self-reservable through EMS up to 30 days in advance. Reservations should be limited to 2-hour time slots.

**Classrooms**
These can be requested through EMS after the campus add/drop period has ended—approximately 6 weeks into the semester. Until then, we have secured some rooms for club use during the 12:30 – 2:00 p.m. lunch hour, divided into 45 minutes segments to maximize meeting opportunities. Below is the link to the spreadsheet where you can sign up to reserve these classrooms for club meetings.

[goo.gl/WRFsOE](http://goo.gl/WRFsOE)

Once the campus add/drop period has ended, you’ll receive an email announcement from Room Reservations at Haas announcing that EMS has opened for classroom requests. At that point you’ll be able to make classroom requests up to 30 days in advance and will receive a confirmation or decline via email. Classrooms are heavily booked for instruction, so opportunities to use classrooms for meeting space will be limited.

**Event Space**
If your club is seeking to hold a special event in the Wells Fargo Room, Bank of America Forum, Courtyard or Andersen Auditorium, please submit your request through the EMS system. You will then receive a confirmation or decline via email in 1-2 weeks. You can to make accompanying Media Services requests through EMS as well.

Please note that Andersen Auditorium is an instructional space and therefore cannot be requested through EMS until 6 weeks into the semester. You are still welcome to submit event requests, but Andersen cannot be released until two days before your requested date during the first 6 weeks of the semester. If you are planning a large event that might require the Andersen Auditorium, please contact the MBA Student Affairs team so that they can advise you regarding alternative spaces on and off-campus.

If you find that the space you are seeking is booked, you may email a request to [roomres@haas.berkeley.edu](mailto:roomres@haas.berkeley.edu). This will place you on a waiting list and will allow the Event Space Management Committee to advise you if the space becomes available or to recommend another space.

Please submit your event space requests as early as possible. You can make Spring 2015 requests now and you’ll be able to start making Fall 2015 requests starting Friday, 1/23. If you have a good idea about an event your club would like to hold in the fall, please submit that request early this semester rather than waiting until all plans are finalized.

Amy Hornstein, [amyh@haas.berkeley.edu](mailto:amyh@haas.berkeley.edu), and Julia Rosof, [julia@haas.berkeley.edu](mailto:julia@haas.berkeley.edu) support clubs in planning large and complex events such as conferences and case competitions. If you are thinking about organizing a large event, please contact them to discuss your plans and space needs.

Additional information on event planning is available at [http://www.haas.berkeley.edu/MBA/studentlife/planning-an-event.html](http://www.haas.berkeley.edu/MBA/studentlife/planning-an-event.html)