

## **Room Reservation Policies**

*School of Veterinary Medicine (SVM)*

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### **Overview**

Room reservations for SVM and affiliated buildings are managed through EMS, the online reservation system. EMS is now live and available for students to submit room reservation requests for the current semester.

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### **Reservation Process**

**Students must now submit all room reservation requests using the EMS system template. Use of the previous Google Sheet is no longer accepted.**

- **Please complete all fields in the EMS template as thoroughly as possible.**
  - **Fields marked as *required* must be filled out in order to receive a response.**
  - **Incomplete requests may delay processing or result in the request being denied.**
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### **Processing Time & Responses**

- Please allow up to 48 business hours for your request to be reviewed and processed.
  - All submitted requests will receive a response.
  - Approval is not guaranteed and is subject to availability and policy review.
  - Any required follow-up or additional documentation will be sent to the indicated reservation contact listed in the request.
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### **Facility Use Approval Form**

**Some events require submission of a Facility Use Approval Form before a room reservation can be approved. This form must be submitted at least 1 month in advance of your proposed event date.**

**Events that require a Facility Use Approval Form include:**

- **Events sponsored by student organizations, *except for weekday presentations involving only a speaker (e.g., noon talks)***
- **Events sponsored by SVM departments, *except for weekday presentations involving only a speaker (e.g., noon talks)***
- **All events sponsored by groups external to the School of Veterinary Medicine (SVM)**

**Note: Your room reservation will not be approved until the required Facility Use Approval Form has been received and reviewed.**

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### **Contact Information**

For questions or concerns about room reservations, please contact:

#### **Office of Academic Affairs**

 [oa@vetmed.wisc.edu](mailto:oa@vetmed.wisc.edu)