Campus Facility Reservations

A guide to reserving space on campus...
Welcome to Lehigh’s centralized event system currently used for requesting space or viewing events being held in the following areas:

- **Conference Services** (Iacocca Hall, Rathbone Hall and Asa Campus Outdoor Spaces: AC Alumni Arrival Court Butz Plaza, AC Campus Square, AC Karakash Plaza, AC Sacred Grove, AC Tamerler Courtyard, AC Wilbur Fountain) select Scheduling Office - **Conference Service Request**

- **Lamberton Hall** select Scheduling Office - **Lamberton Request**

- **Rauch Business Center** select Scheduling Office - **Rauch Business Center Request**

- **Registrar's Office** select Scheduling Office - **Classroom Requests**

- **STEPS Building** select Scheduling Office - **Steps Request**

- **Student Center Facilities** (UC and Asa Campus Outdoor Spaces: AC Franz Plaza, AC Library Drive, AC Memorial Walkway, and AC UC Lawn) select Scheduling Office - **Student Center Request**

This form is not for requesting spaces in areas not listed above - check additional information on the last page.
John D. Simon Named Lehigh's 14th President
Simon, executive vice president and provost at the University of Virginia, will take office on July 1, 2015.

Respect Begets Respect
Restraint and 'scream rooms' are hurting kids. Centennial School offers a better way of dealing with students with behavior problems.

New leadership structure for Baker Institute
New leadership structure prepares Lehigh's entrepreneurship institute for ongoing growth.

Beat Lafayette – On a Web App
Lehigh students are developing four games that pit the university against rival Lafayette.

The Keys to Success
Private equity expert D. Brooks Zug '67 was keynote speaker in the Donald M. Gruhn '49 Distinguished Finance Speaker Series Oct. 21.

Two former Lehigh trustees conferred Emeritus Status
Former Lehigh trustees Ralph Albert Thomas '76, '77G, '16P and Peter Bennett '63, '93P were conferred Emeritus status.

Lehigh welcomes top-ranked Success Academy students
Providing early exposure to college gets the next generation thinking about their academic futures.

View more Campus Highlights > | Read Lehigh news >
The R25 Webviewer

The R25 Webviewer

1. Links: Use to navigate; View events, Locations, Your requests

2. Main Window: Displays events, spaces, forms, etc.

3. Event Quick Search: search by name or reference number

4. Calendar: select date range and browse events by day, week, or month

5. Filters: view only events or locations of a certain type
By clicking **Locations** in the Links, you can view the availability of events.*

The **Filters** will allow you to pick specific types of spaces.

You can also use **Space Quick Search** to find a specific space.

*Checking space availability should be used for guidance with the understanding that the space may not be available when we process the request.*
1. Click on a location name to bring up a window with information on the space.
2. Click on a colored block and find out what event is scheduled for that time frame.
MY REQUESTS

Click on My Request -1
Enter Lehigh Username -2
Enter Lehigh Password -3

LEHIGH UNIVERSITY

NEW LOGIN PROCEDURE (effective August 24th, 2006)

Please use your Lehigh network ID/e-mail user name (i.e. abcd1) and password to log in:

1

2 Username: [ ]
3 Password: [ ]

Log On

All times are local for Eastern Time, U.S.A. (Eastern), Canada (Eastern), Bahamas, Haiti, Turks & Caicos.
Questions? Comments? Please contact the Webmaster.
Event name: Enter what you would like to display in the webviewer.

Scheduling Office: Please choose the correct scheduling office or else delays in processing could occur.

Conference Service:
(Iacocca Hall, Rathbone Hall)
Outdoor Asa Campus:
Alumni Court, Butz Plaza, Karakash Plaza, Leadership Plaza, Sacred Grove, Sculpture Garden, Tamerler Courtyard, Vresics Walkway

Classroom Request:
(Classroom Spaces)

STEPS Request:
(Non-academic spaces)

Lamberton Hall Request

Rauch Business Center:
(non-classroom spaces through College of Business)

Student Center Request:
University Center, Outdoor space: Franz Plaza, UC Front Lawn, Memorial Walkway
Sponsoring Organization: Choose your appropriate organization by clicking on the drop down box to select the sponsoring organization for your event.

If your organization is not listed select Other and add the name of your organization in the Other Organization box.

Expected Head Count: Enter the most accurate number possible. If unsure provide the higher number.
SPECIFYING YOUR EVENT'S DATES

There are three ways to enter your event dates.

For an event that takes place on a single date, select Start (or Only) Date, then click the date of your event on the calendar.

For events that occur on more than one date, choose the first date and click start then click "Ad Hoc" and click on the dates in the calendar - they will be added in the box as additional dates. If your event is occurring weekly or bi-weekly and follows a pattern - you would first choose your start date and then click on Weekly repeats and click on the days of the week you choose to have your event.

If you choose the weekly repeats please give us an ending date for your series in "until date" box.
For events with multiple dates that do not repeat in a pattern, first select Start (or Only) Date, then click the date of your event on the calendar.

Then select Ad Hoc. Click dates on the calendar to add or remove them from your list of additional dates.

Additional dates can be selected across multiple months. You can not select dates before your start date. If you move your start date, your additional dates will be cleared.

All additional dates can be cleared by clicking Clear Dates.
**SPACE PREFERENCE**

- **Specific Space**
  - If you know the building abbreviation and space you are looking for, click on this button and select the location from the drop down box.

- **Any Space In**
  - If you do not have a particular space use the drop down box and choose which building you prefer or what size space is needed.

- **Other**
  - For "Other" you can type in a certain space that is not listed.

**Space Preference:**

- **Specific Space:**
  - (Unspecified)
  - UC 306

- **Any Space In:**
  - Rauch Business Center

- **Other:**
  - Space preference field.
Custom Attributes and Descriptions

Custom Attributes:

Lehigh Account Number (Index)
Insert your six digit Banner Index Account Number - if missing this may cause a delay in processing your request.

Phone Number
It is important to provide a phone number that you can be reached at during the business day.

DESCRIPTION:
Provide as much information as possible to assist with the reservation process.
★ The more information that you provide assists the scheduling office with processing your request.
Room set up information, equipment requirements, additional dates and times for events in a series, additional space needs, etc.
Think of this as a biography for your event - it helps us to get to know your event!
- Listed in this section is just a sample of the most requested resources.
- Type any additional equipment or resources needs in the Description Box at the bottom of this form.

<table>
<thead>
<tr>
<th>Resources</th>
<th>Ia - Iacocca Hall</th>
<th>La - Lamberton Hall</th>
<th>Uc - University Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>Catering</td>
<td>0</td>
<td></td>
<td>(0 for No, 1 for Yes)</td>
</tr>
<tr>
<td>Ia Easels</td>
<td>0</td>
<td></td>
<td>(0 for No, 1 for Yes)</td>
</tr>
<tr>
<td>Ia Gs Projection System</td>
<td>0</td>
<td></td>
<td>(0 for No, 1 for Yes)</td>
</tr>
<tr>
<td>Ia Podium And Microphone</td>
<td>0</td>
<td></td>
<td>(0 for No, 1 for Yes)</td>
</tr>
<tr>
<td>Ia Portable Screens</td>
<td>0</td>
<td></td>
<td>(0 for No, 1 for Yes)</td>
</tr>
<tr>
<td>Ia Rolling Carts</td>
<td>0</td>
<td></td>
<td>(0 for No, 1 for Yes)</td>
</tr>
<tr>
<td>Ia Table Top Podium</td>
<td>0</td>
<td></td>
<td>(0 for No, 1 for Yes)</td>
</tr>
<tr>
<td>Ia Tv/Vcr</td>
<td>0</td>
<td></td>
<td>(0 for No, 1 for Yes)</td>
</tr>
<tr>
<td>Ia Wdr Projection System</td>
<td>0</td>
<td></td>
<td>(0 for No, 1 for Yes)</td>
</tr>
<tr>
<td>La Mac Adapter For Nec/Mac Connection</td>
<td>0</td>
<td></td>
<td>(0 for No, 1 for Yes)</td>
</tr>
<tr>
<td>La Projector - Nec</td>
<td>0</td>
<td></td>
<td>(0 for No, 1 for Yes)</td>
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<tr>
<td>La Projector Screen Electronic 151</td>
<td>0</td>
<td></td>
<td>(0 for No, 1 for Yes)</td>
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<tr>
<td>La Stage</td>
<td>0</td>
<td></td>
<td>(0 for No, 1 for Yes)</td>
</tr>
<tr>
<td>La Wireless Mic</td>
<td>0</td>
<td></td>
<td>(0 for No, 1 for Yes)</td>
</tr>
<tr>
<td>Uc Asa, 303, 308 Adapter For Ipod/Mp3</td>
<td>0</td>
<td></td>
<td>(0 for No, 1 for Yes)</td>
</tr>
<tr>
<td>Uc Easel With Pad</td>
<td>0</td>
<td></td>
<td>(0 for No, 1 for Yes)</td>
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<tr>
<td>Uc Mac Adapter For Nec/Mac Connection</td>
<td>0</td>
<td></td>
<td>(0 for No, 1 for Yes)</td>
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<tr>
<td>Uc Microphone</td>
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<tr>
<td>Uc Multi Plug Extension Cord</td>
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<td>Uc Podium- Oak</td>
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<td>(0 for No, 1 for Yes)</td>
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<tr>
<td>Uc Projector Screen</td>
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<tr>
<td>Uc Projector- Nec</td>
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<td>(0 for No, 1 for Yes)</td>
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<tr>
<td>Uc Tv Flat Screen Dvd On Cart</td>
<td>0</td>
<td></td>
<td>(0 for No, 1 for Yes)</td>
</tr>
</tbody>
</table>
Once you click Next..., you will be shown a summary of your event request.
• Take this time to review the information. If you want to change any details, click Make Changes.
• If all the information is correct, click Submit Request.
  (Note: If you decide to Make Changes, all of your information will be saved, but Ad Hoc dates will need to be re-selected.)

Event Request Summary

Event Name: Fall Festival
Scheduling Office: Student Center Request
Sponsoring Organization: Dean Of Students
Other Organization: 
Expected Head Count: 200
Start: September 27 2014 12:00 PM
End: September 27 2014 15:00 PM
Date Summary: No Repeating Dates Were Selected.
Space Preference: AC UC LAWN
Resources: 
Custom Attributes: Lehigh Account Number (Index): 615069
Phone Number: 84163
Requirements: 
  Description: We will be contacting Lehigh Dining for snack items and drinks for this event. We will be serving apple cider and popcorn on the U.C. Lawn. There will not be a rain date for this event. We will watch weather forecasts and if inclement weather is predicted this event will be moved indoors.

NOTE: Your request has not yet been processed.
Please carefully review the information above. If everything is correct, submit it now; otherwise, make changes and then submit it.
You can check up on your requests by clicking on Pending.

If you need to make a change to your request, you can click Edit to take you back to the event request form where you will be able to submit your changes.

Any events you see in the pending list have not been approved or cancelled.
Click Approved to see a list of events that you requested which are approved. Only events with dates in the future will show up on this list. Once an event is approved you can no longer enter changes in the webform. Contact the scheduling office for the space that the event is reserved.
To bring up a view of all requested events click on Events and click on My Reminders. This will bring up a monthly calendar of all of your confirmed events, cancelled events and any events that are still pending. Pending events will not have a room assigned. Select another month or year by clicking in the calendar.
To make Changes and Cancelations
Reserving Other Spaces On Campus:

- **Athletic Facilities and Outdoor Fields**
  - Campus Facility Reservations
  - Click on the Athletic Facilities link in the upper right corner
  - 610-758-3397

- **Linderman Library**
  - (non academic)
  - 610-758-4925

- **Global Union**
  - International Affairs Office
  - http://www.lehigh.edu/~inglobal/lounge_reservations.html
  - 610-758-2981

- **Residence Life Areas**
  - Contact the Residence Life Coordinator
  - 610-758-6598

- **Zoellner Arts Center**
  - 610-758-5654

- **Wilbur Power House**
  - 610-758-5932
Additional Department Information

For your assistance as you plan your event we have added department specific websites for the following areas:

**Conference Services:**
http://lehigh.edu/~inocs/index.shtml
inocs@lehigh.edu

**DIBs Digital Information Boards**
http://studentaffairs.lehigh.edu/content/digital-information-boards-0

**Dining and Catering:**
www.lehighdining.com

**Facilities Services**
Work Order Requests:
www.lehigh.edu/~infac/work_requests.html

**Student Activities**
http://studentaffairs.lehigh.edu/activities

**Student Center Facilities:**
http://studentaffairs.lehigh.edu/facilities
lnucr@lehigh.edu