



Memorandum

To: Campus Life Facility Users
From: Conferences, Events, and Reservations
Date: February 27th, 2017
Re: **Reservation Submissions Fall 2017 and Spring 2018**

As campus service providers, we would like to thank you for your on-going interest in the Campus Life facilities. These facilities include: Burney Center, Commons Amphitheater, Fisher Student Center, Fisher University Union, and the Warwick Center. This announcement provides information pertaining to the submission of reservation requests for the Campus Life facilities for Fall of 2017 and Spring of 2018.

Submission of Reservation Requests

All reservation requests for the Campus Life facilities are accepted online through the Campus Reservation System. This user-friendly system allows customers to view available space, room capacities and submit space requests. To request Campus Life space, please visit <https://events.uncw.edu/EmsWebApp/> and log-in with your standard UNCW username and password and select the "Campus Life Facilities".

Dates to Submit

Customers may submit space requests based on the grid below.

Tier	Group Description	Fall 2017 Events: Aug 7 – Dec 21	Spring 2018 Events: Jan 2 – May 6
I	Governing Student Body Organizations (SGA, ACE, CCB, GSA, IFC, NPHC, NPC, RHA, Sport Club Council, Student Media Board)	Request Window: Mon, Mar 13 – Fri, Mar 17	Request Window: Mon, Aug 7 – Fri, Aug 11
II	Registered Student Organizations and University Departments	Requests Accepted Online: Mon, Mar 20	Requests Accepted Online: Mon, Aug 14
III	University-Sponsored Guests	Requests Accepted Online: Mon, Mar 27	Requests Accepted Online: Mon, Aug 22

In order for registered student organizations to reserve Campus Life facilities, the reservation delegate(s) are required to complete the online CRS training with a score of 80% or higher.



To access the online training, log in to your SeaPort account and select [SkillPort CBT](#) (SkillPort). In the upper right corner of the new window is a search bar. Use this to search for "CRS101." Find and click the Launch option under that course to begin.

*NOTE: You must use the **Firefox or Chrome** browsers to access this course.

If you have questions, contact the Campus Life Reservation & Event Services Office by visiting us in the Fisher University Union, Suite 2041; by phone at 910-962-4150; or by email at CLReservations@uncw.edu.