



**Memorandum**

To: Campus Life Facility Users  
 From: Conferences, Events, and Reservations  
 Re: **Reservation Submissions**

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.

**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”. To request an event date not currently within the available request timeline, please utilize the [Advance Reservation Request](#) form.

**Dates to Submit**

Tier	Group Description	Fall Events	Spring Events	Summer Events
I	Governing Student Body Organizations (SGA, ACE, CCB, GSA, IFC, NPHC, NPC, RHA, Sport Club Council, Student Media Board)	Requests Accepted Online: 3 <sup>rd</sup> Monday in February	Requests Accepted Online: 4 <sup>th</sup> Monday in July	Requests Accepted Online: 4 <sup>th</sup> Monday in January
II	Registered Student Organizations and University Departments	Requests Accepted Online: 4 <sup>th</sup> Monday in February	Requests Accepted Online: 1 <sup>st</sup> Monday in August	Requests Accepted Online: 4 <sup>th</sup> Monday in January
III	University-Sponsored Guests	Requests Accepted Online: 1 <sup>st</sup> Monday in March	Requests Accepted Online: 2 <sup>nd</sup> Monday in August	Requests Accepted Online: 4 <sup>th</sup> Monday in January

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.

If you have questions, contact the Campus Life Reservation & Event Services Office by visiting us in the Fisher University Union, Suite 2015; by phone at 910-962-4150; or by email at [CLReservations@uncw.edu](mailto:CLReservations@uncw.edu).