Memorandum
To: Campus Life Facility Users
From: Conferences, Events, and Reservations
Date: January 24, 2018
Re: Reservation Submissions Summer and Fall 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 and Summer 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/](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.

<table>
<thead>
<tr>
<th>Tier</th>
<th>Group Description</th>
<th>Summer 2018 Events: May 7 – Aug 5</th>
<th>Fall 2018 Events: Aug 6 – Dec 14</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Governing Student Body Organizations (SGA, ACE, CCB, GSA, IFC, NPHC, NPC, RHA, Sport Club Council, Student Media Board)</td>
<td>Request Window: Mon, Jan 22 – Fri, Jan 26</td>
<td>Request Window: Mon, Mar 12- Fri, Mar 16</td>
</tr>
<tr>
<td>II</td>
<td>Registered Student Organizations and University Departments</td>
<td>Requests Accepted Online: Jan 29</td>
<td>Requests Accepted Online: Mar 19</td>
</tr>
<tr>
<td>III</td>
<td>University-Sponsored Guests</td>
<td>Requests Accepted Online: Mon, Feb 5</td>
<td>Requests Accepted Online: Mon, 26</td>
</tr>
</tbody>
</table>

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](https://events.uncw.edu/EmsWebApp/). 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.