



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 rd Monday in February	Requests Accepted Online: 4 th Monday in July	Requests Accepted Online: 4 th Monday in January
II	Registered Student Organizations and University Departments	Requests Accepted Online: 4 th Monday in February	Requests Accepted Online: 1 st Monday in August	Requests Accepted Online: 4 th Monday in January
III	University-Sponsored Guests	Requests Accepted Online: 1 st Monday in March	Requests Accepted Online: 2 nd Monday in August	Requests Accepted Online: 4 th 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 Warwick Center, Suite 102; by phone at 910-962-4150; or by email at CLReservations@uncw.edu.