Using the UB Space Request System (Web App)

UB faculty, UB staff, and designated community members can use this system to request use of space they have been granted access to for ad-hoc meetings and events. This system should not be used to schedule academic classes. All academic classes should be scheduled through HUB. All UB faculty and staff have access to request centrally schedule space (CSS) as well as Student Union and Harriman Hall space. Access to other departmental space is determined by those individual departments.

**Step 1:** Log into [UB Space Request System](#) using UBIT login credentials. Please note: This system works best with Google Chrome as the browser.

**Step 2:** The request forms (templates) that users have access to will be listed under My Reservation Templates. Most users will only have two or three templates applied to their profile. Select book now to begin reserving space.
Step 3: After clicking Book Now the Reservation screen will open. Enter the date, start time, and end time for the event. If the event will span more than one day use the Recurrence button to schedule meetings that will take place on multiple dates daily, weekly, or monthly. Random can be used to select multiple dates that do not fall within a set pattern (ex: every other Tuesday).

Step 4: Begin searching for available locations. There are several ways to search for available space.

Option 1: Search based on the defaulted location based on the chosen template. Click on search or modify the location by clicking on Add/Remove to open the Locations window.
Add locations by specific buildings or by views. Views are a collection of buildings (e.g., CSS North & South Campus will search all centrally scheduled space including the Spine, Ellicott, and South campus). To remove locations click on the minus icon next to the selected locations. Click on Update Locations to change the parameters.

**Option 2:** Click on Let me Search for a room. Then select Add/Remove to search using additional search criteria, or add a number under Number of People to search by capacity of a room.
Search for a specific room type (ex: computer lab) or specific features such as seating types or technology requirements. Selecting these options will limit the results of the search. Click the Search button to view available options.

*Option 3:* Select **I Know What Room I Want**, if there is a specific room required for the event.

Type in the room name and room number to bring up a list of matching rooms. Select the appropriate one and the availability to automatically restrict the results to only that room. If the room doesn’t appear, then the user does not have access to request it.
**Step 5:** View available rooms based on the search criteria entered. A solid-colored block means that the room is already in use during that time period. Click on the room name to see the details of a specific room (capacity, features, images, etc.).

**Step 6:** Click on the plus sign next to the room name/number desired room. Add multiple rooms by clicking on additional plus signs.
Step 7: Enter the number of attendees and click on Add Room.

Step 8: The chosen rooms will now appear under Selected Rooms; Click on the Next Step button to continue with the reservation.

Step 9: If the space offers the opportunity to request additional services such as catering, A/V equipment, etc. that information will appear on this Services page. If there are no additional services available this page will not display. Select the desired services, if applicable, and click on Next Step.
Step 10: Enter the Reservation Details, asterisked items are required.

- **Event name** – This should describe the nature of the event (please note: that this may appear on daily schedules that others can view).
- **Event Type** – select from the drop-down menu the best match for this event.
- **Customer** is the office or department requesting the room (typically this will be filled in). Users with access to make requests for multiple offices, will see a drop down menu to select the appropriate office.
- **1st contact** information is usually the person making the reservation or the person who should be contacted with any questions regarding the event.
- **2nd contact** information is optional
- Answer any **additional information** at the bottom of the page. These are defined by the individual departments, and may vary from template to template.
- Click the green **Create Reservation** button at the upper or lower right to finish the reservation request.

Step 11: View the status message indicating that the request has been received. Please note the request is not finalized until a confirmation email is received and the status is changed to Confirmed. In some cases rooms are “auto-reserved”. If this is the case, you will not receive an email confirmation, but your reservation status will shows as Web Confirmed.

**Help**

Thank you for your request. Please note that the room is not reserved until you receive an email confirmation approving your request.
Step 12: View the status of a request by clicking on My Events.

The status of the request will remain Web Request until it is approved by the department responsible for the space. If the reservation is approved it will show as Confirmed. In some cases, a reservation does not need departmental approval. If this is the case, the status will show as Web Confirmed.

Step 13: Edit/change any of the event details, click on the name of the reservation and then Edit Reservation Details. Some spaces also allow cancellations through the web app. If there is no option to cancel, contact the office which approved the request.

Need Assistance? Contact ubspacerequest@buffalo.edu