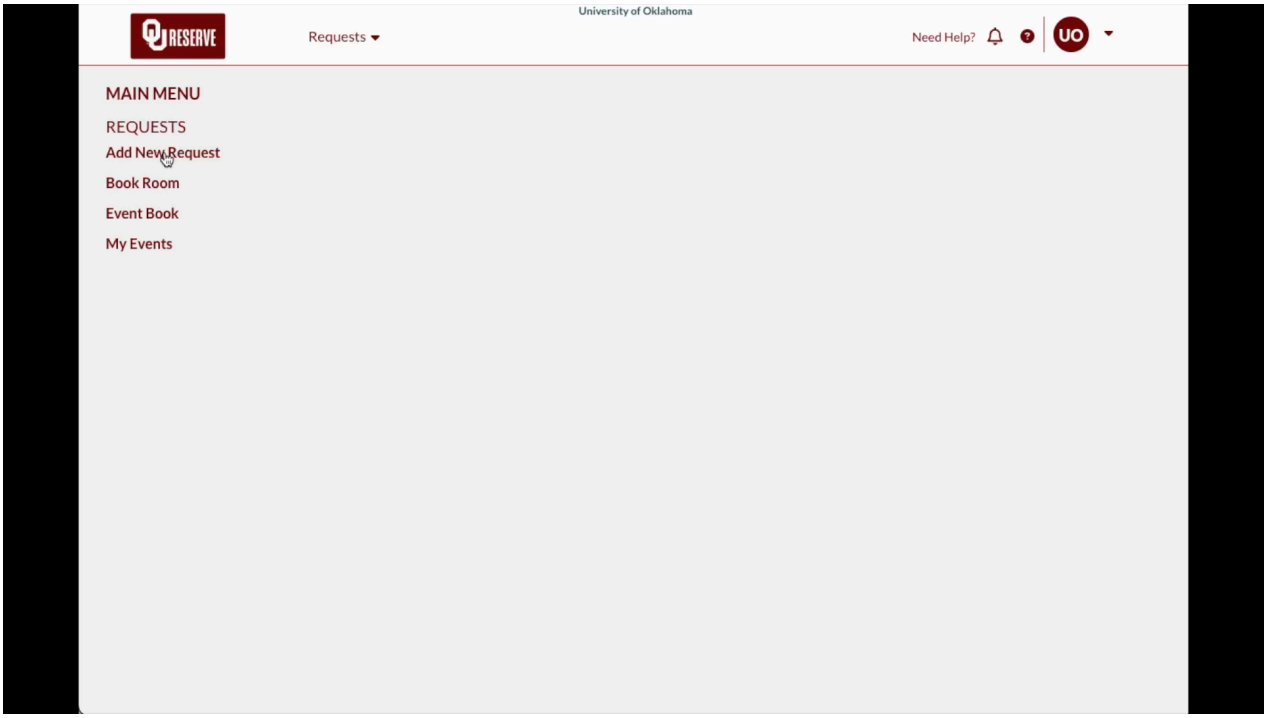
Add New Request

> *This document provides a comprehensive guide on how to effectively submit a space request using the OU Reserve system. Follow the steps outlined below to seamlessly navigate through requesting a space, selecting appropriate resources, and finalizing your event setup.*

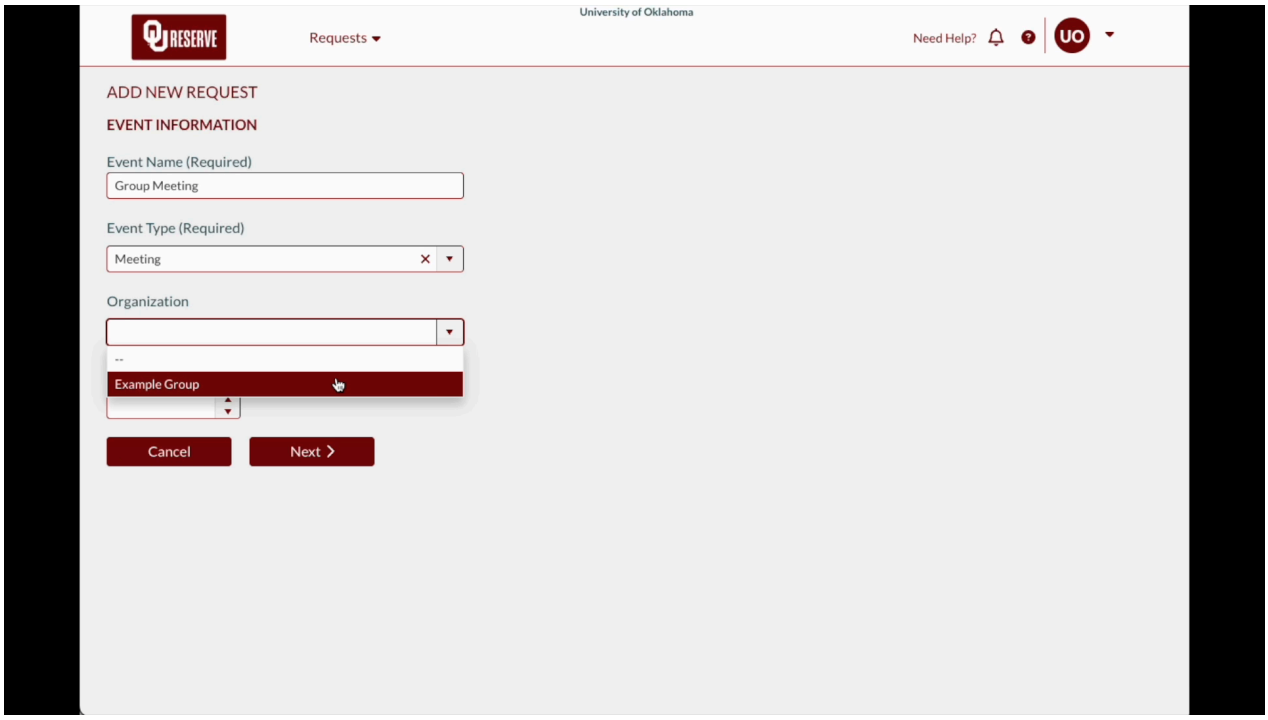
Step 1

To initiate a new request for a space, click the "Add New Request" link. This unified form enables you to search and request spaces from any accessible location linked to your account. Fill in your general event details, including the event name, type, organization, and number of attendees.



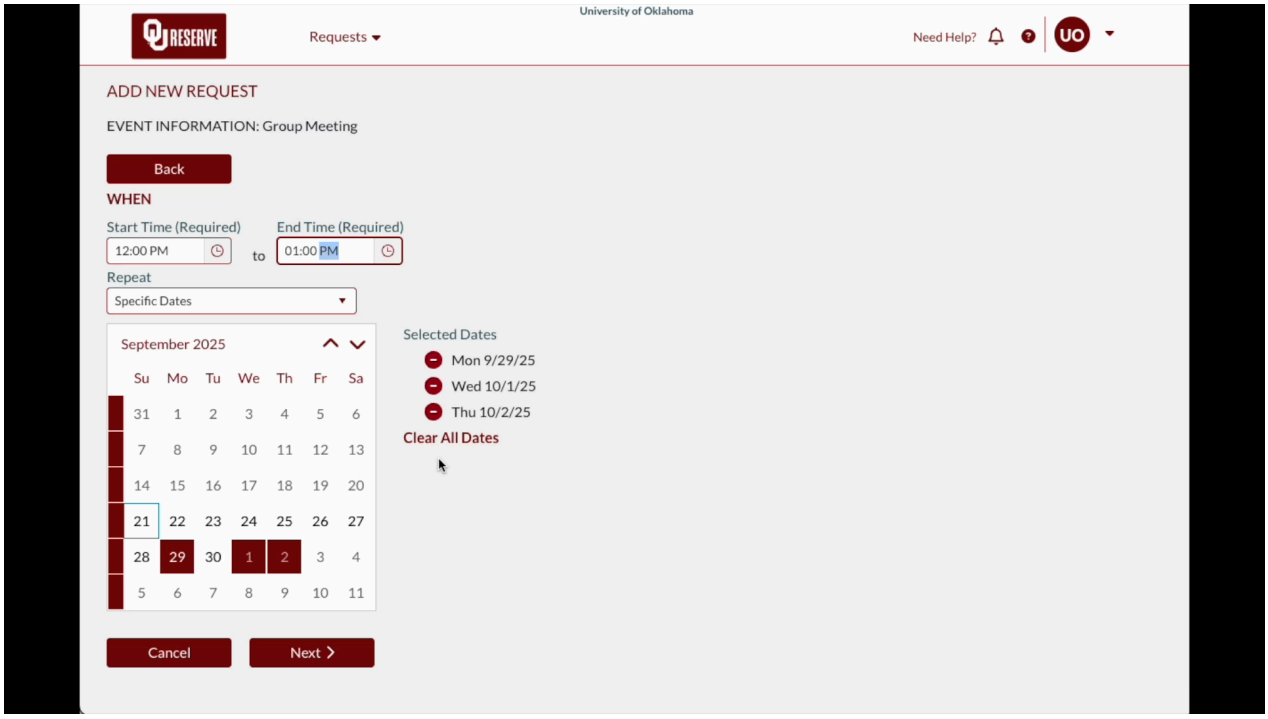
Step 2

The organizations displayed are those linked to your OU Reserve account. Space or resource charges will be determined based on your selected organization. Proceed to choose the desired date(s) and time(s).



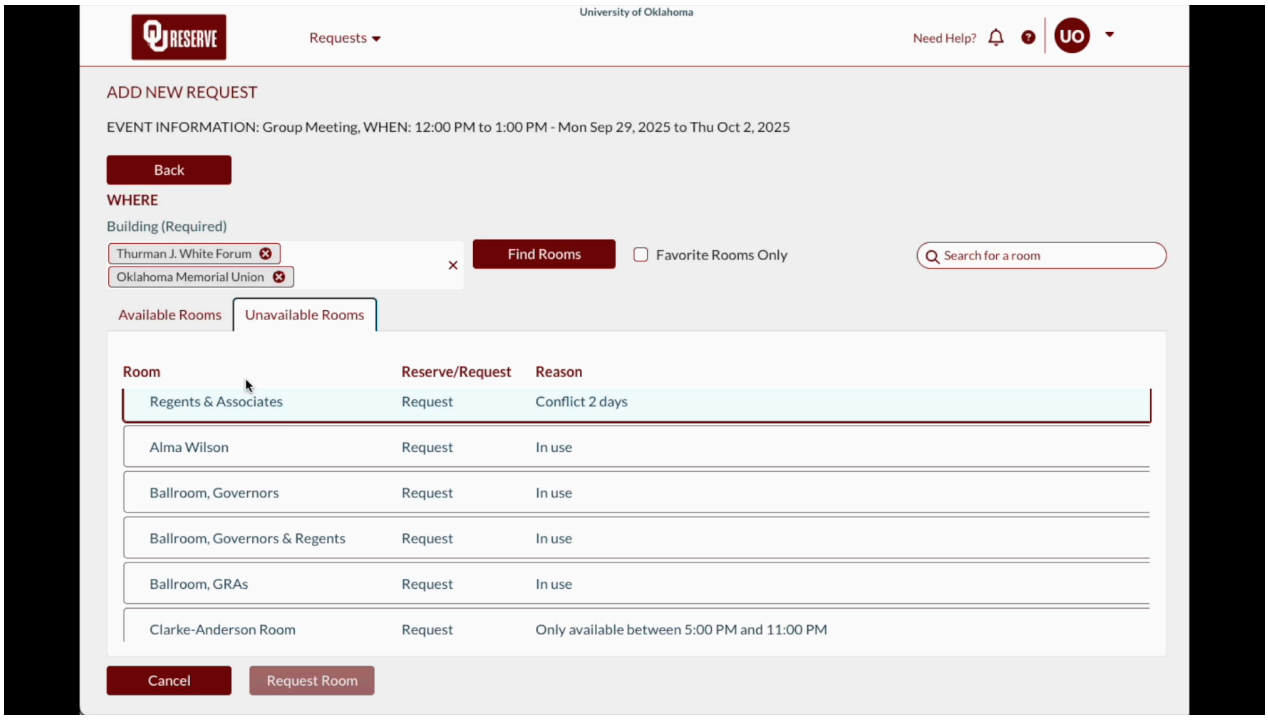
Step 3

Utilize the "Repeat" dropdown for recurring bookings to simplify the request process. Specify the building(s) you wish to request. Note that all spaces accessible to you are included in this form.



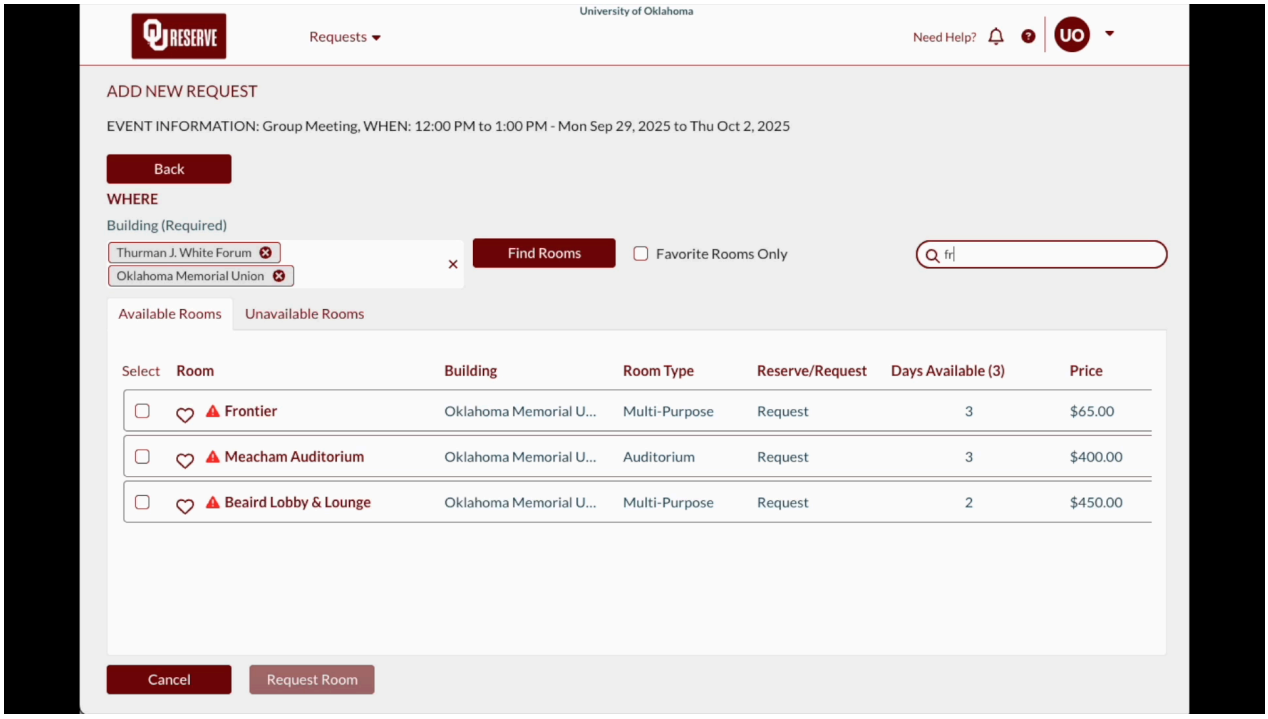
Step 4

Different spaces may have varying booking windows, which can be referenced in the OU Reserve user guide. Rooms accessible to you will appear under the "Available" or "Unavailable" tabs. The "Unavailable" tab provides reasons why a space cannot be booked.



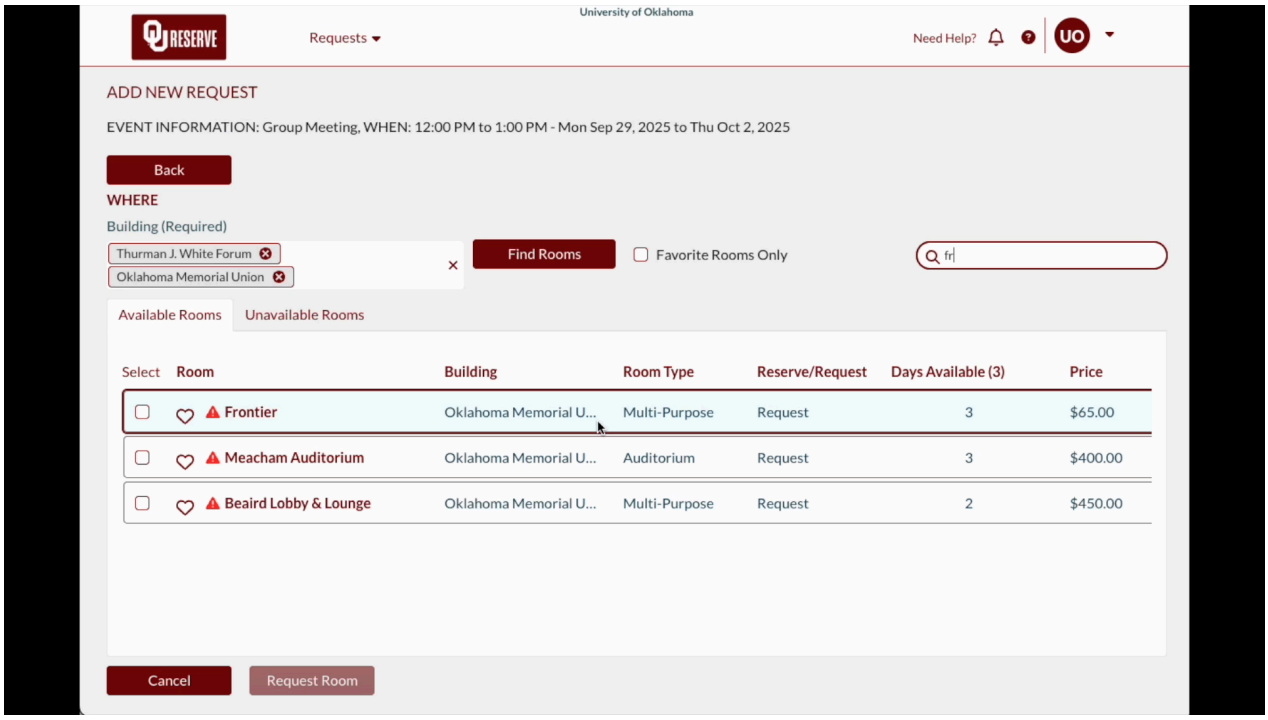
Step 5

Rooms listed under the "Available" tab meet the date, time, and attendee criteria entered earlier. For multi-day bookings, the "Days Available" column indicates availability, while applicable pricing is shown in the "Price" column.



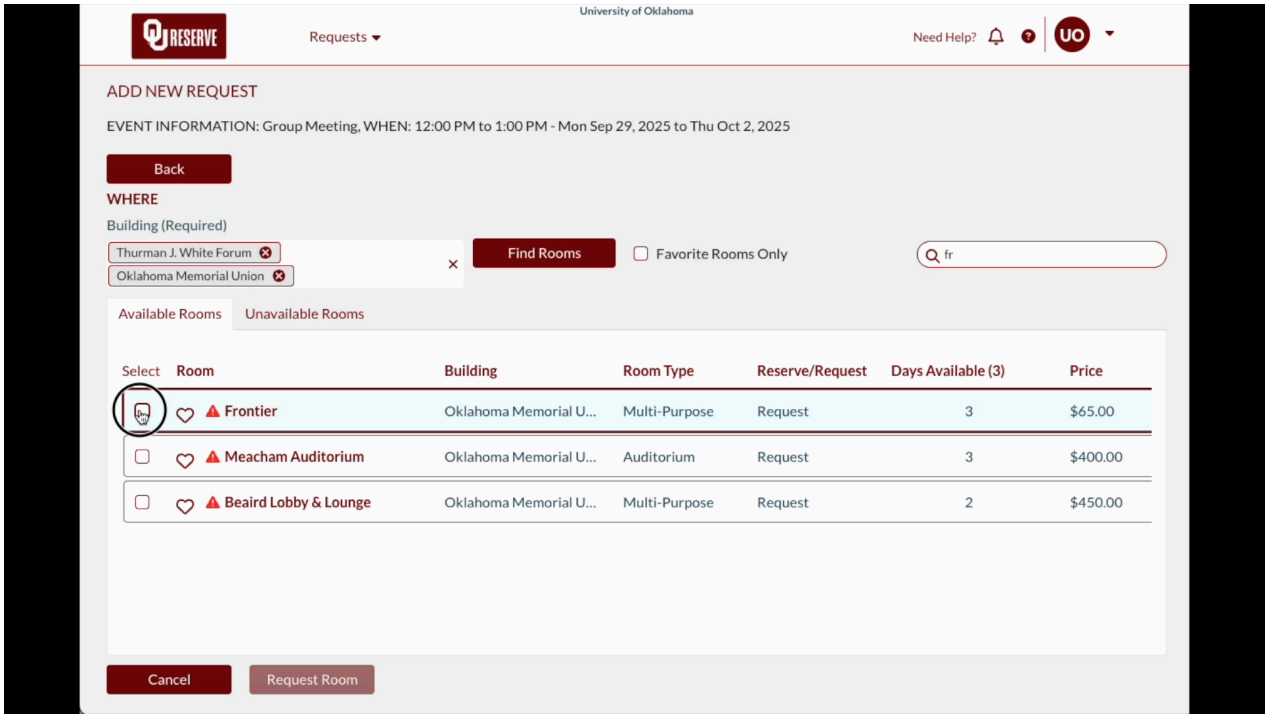
Step 6

To swiftly locate a specific space, use the search bar. Clicking the heart icon next to any room saves it as a favorite for future requests. Click on a room name to view further details, images, and maximum capacities.



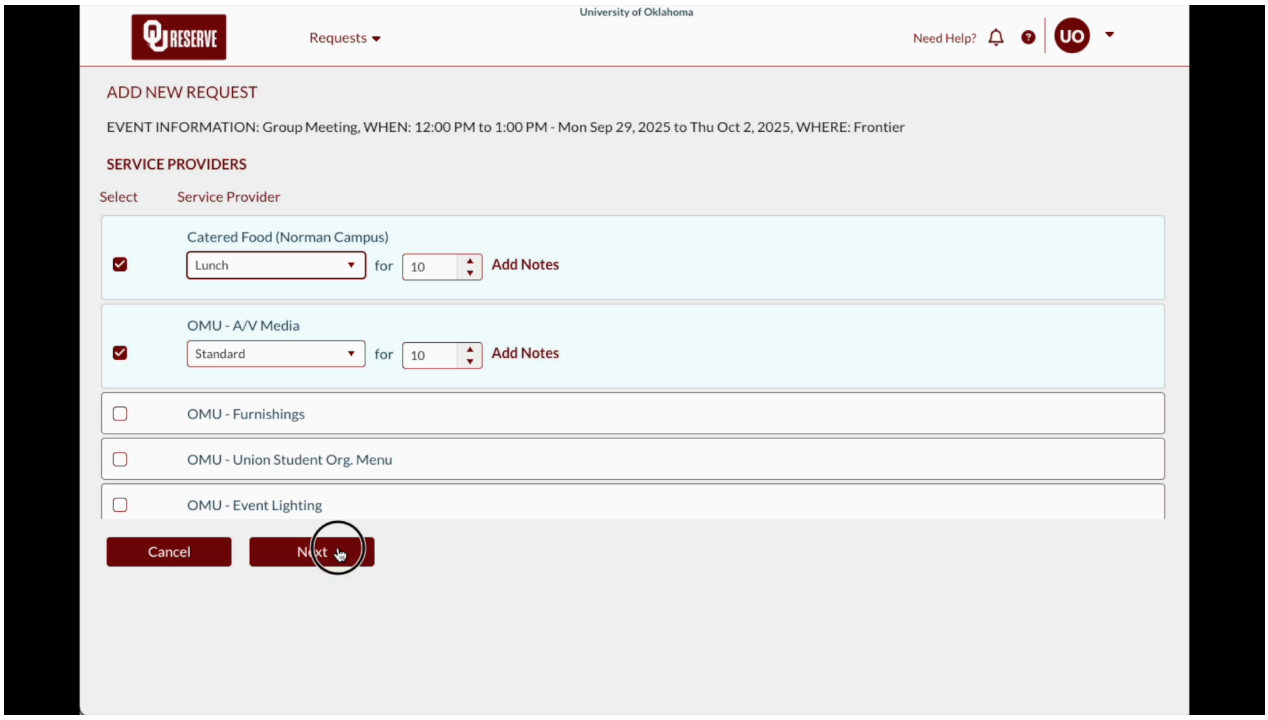
Step 7

Select the checkbox next to each desired room and choose the setup. Multiple rooms can be added to a single request, and available services for the chosen space will be displayed.



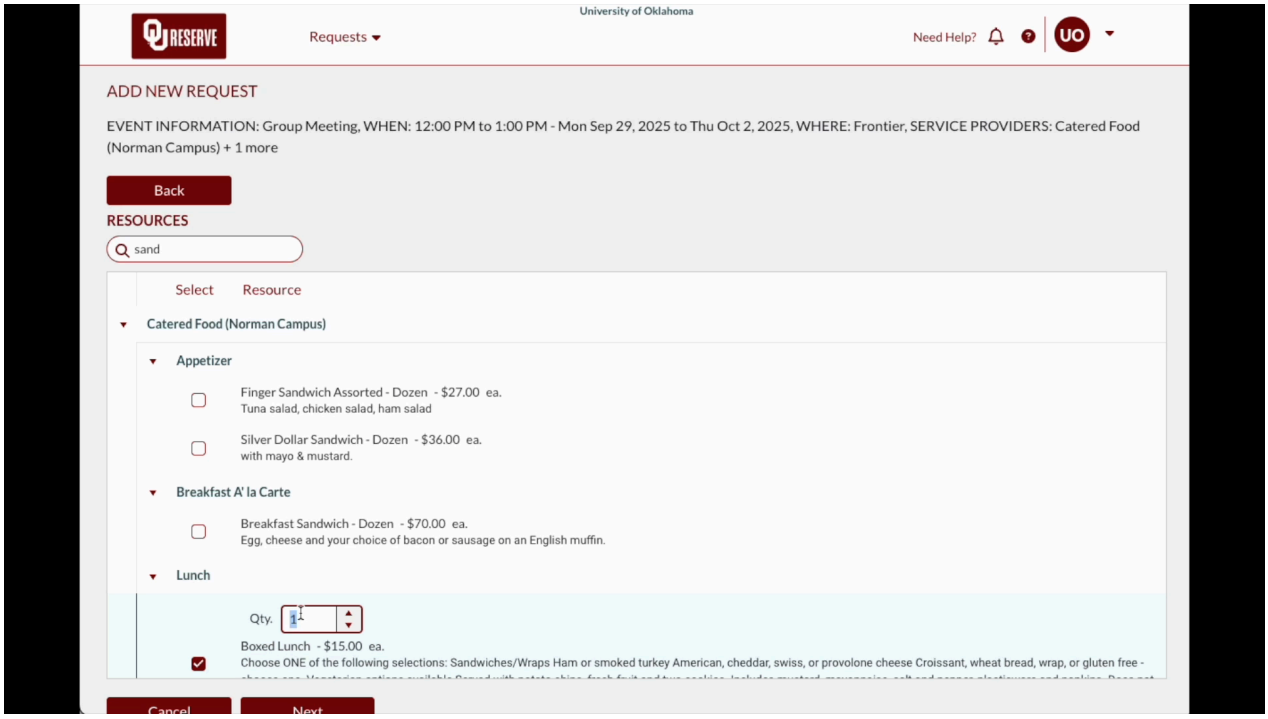
Step 8

If no services are required, click the red "Skip" button to proceed. To add services, click the checkbox next to each one you want to include. Each resource displays applicable pricing.



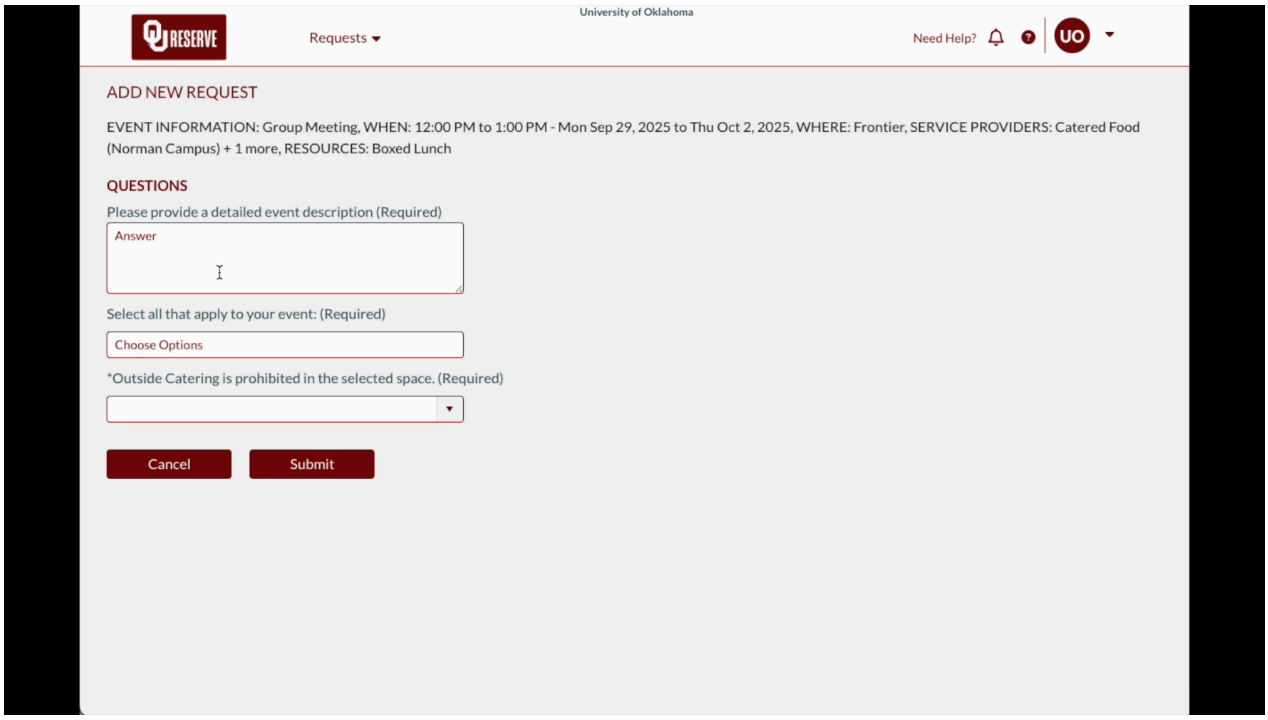
Step 9

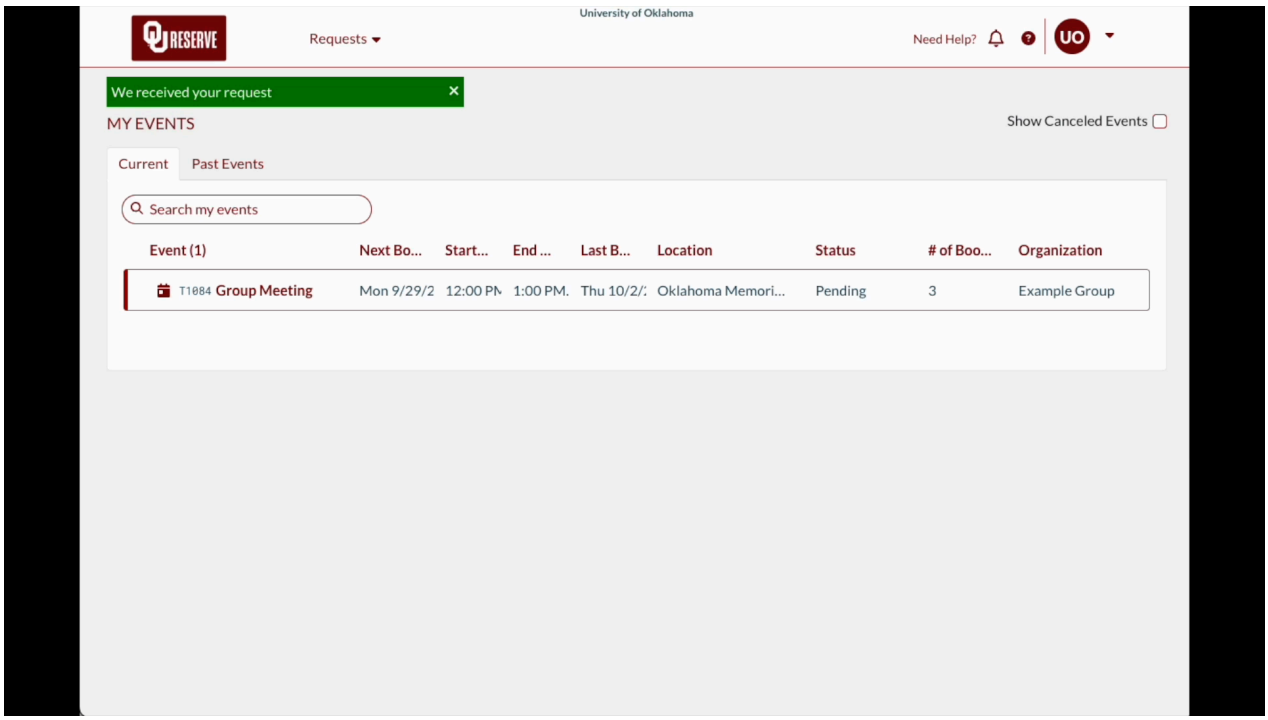
Quickly find a resource using the search bar. Mark the checkbox next to each resource and specify the required quantity.



Step 10

On the final page, answer any specific questions provided. These questions vary based on the spaces or resources included in your request. Click "Submit" to complete your request.



Step 11

Your request will undergo review by the facility's space manager. Post-submission, you can view this event on the "My Events" page.