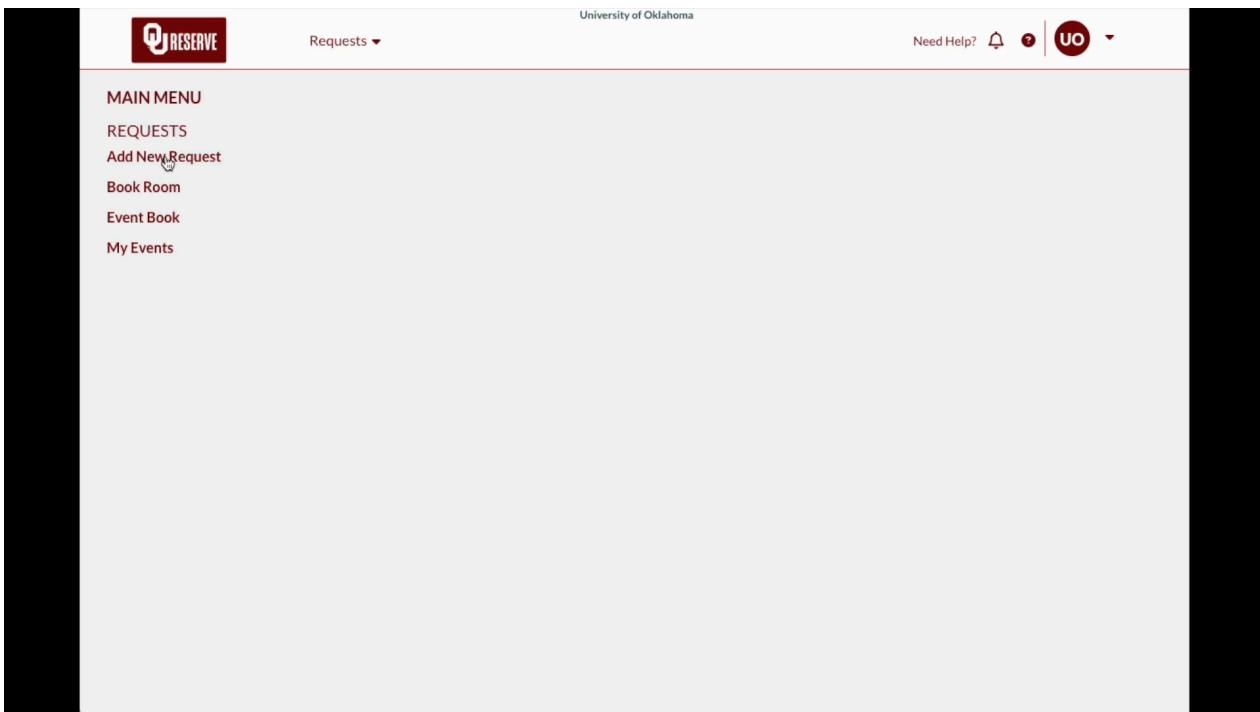


Add New Request

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.

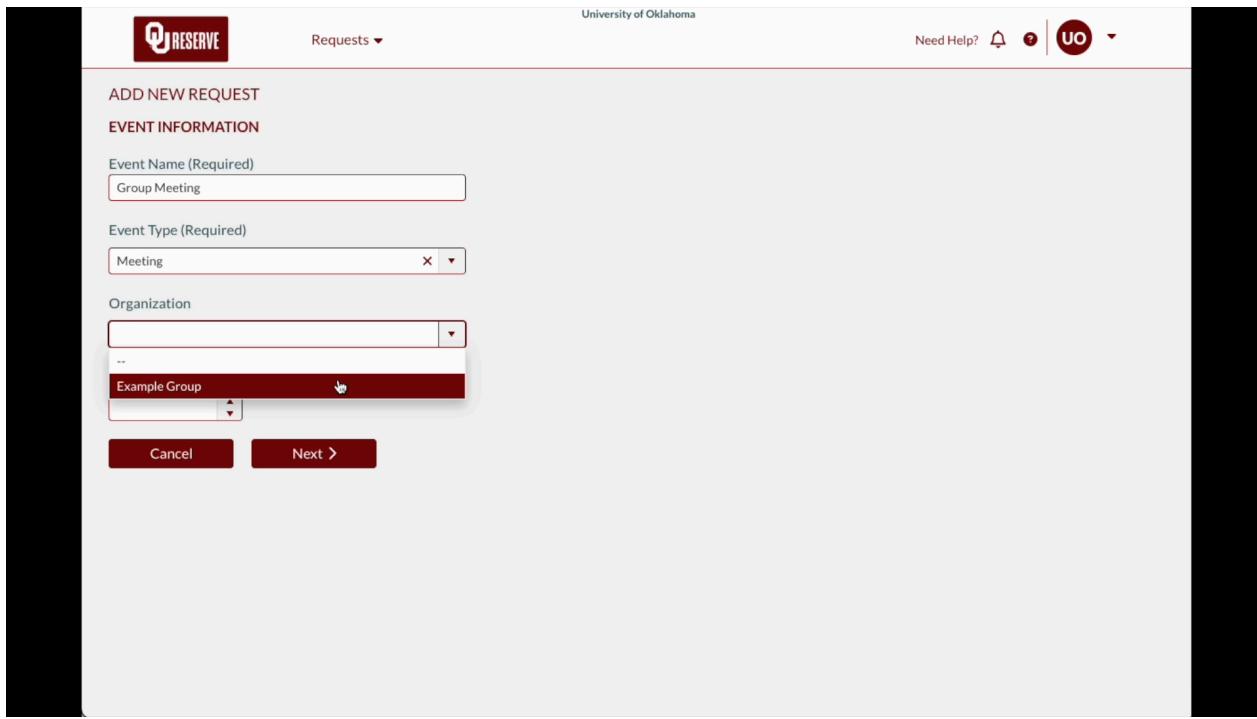
Step 1

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).



ADD NEW REQUEST

EVENT INFORMATION

Event Name (Required)
Group Meeting

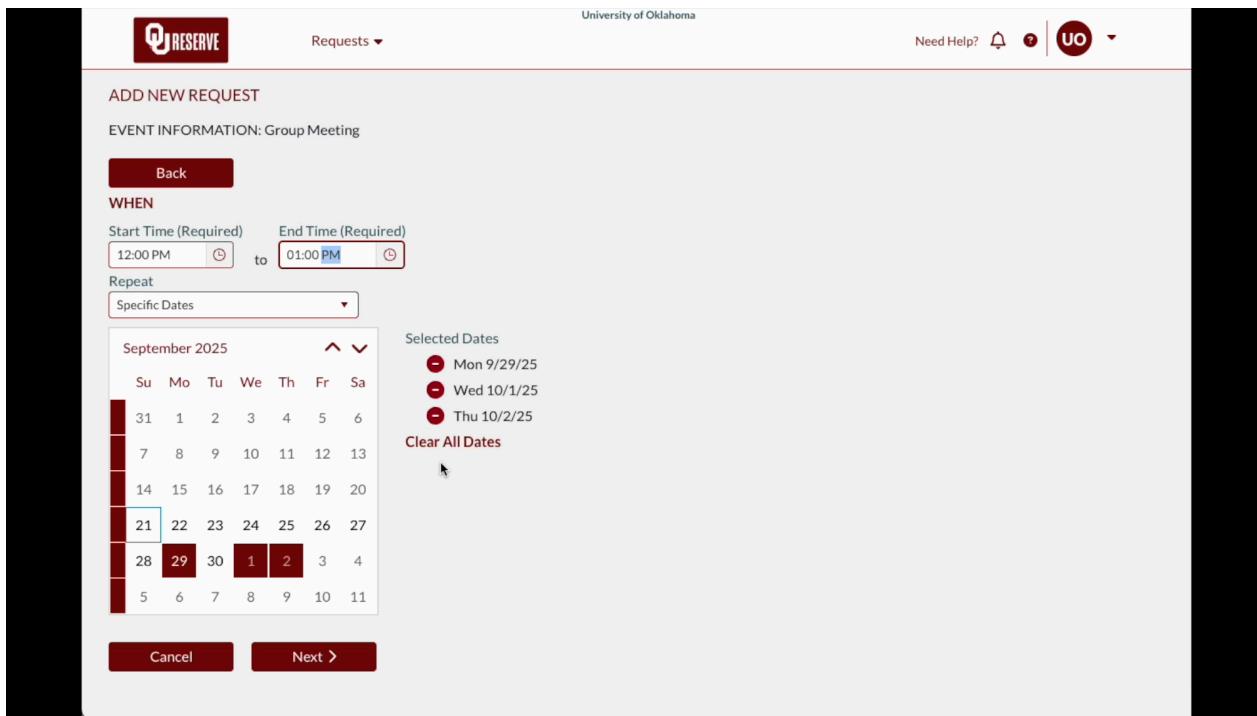
Event Type (Required)
Meeting

Organization
Example Group

Cancel Next >

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.



ADD NEW REQUEST

EVENT INFORMATION: Group Meeting

Back

WHEN

Start Time (Required) 12:00 PM to 01:00 PM

End Time (Required)

Repeat
Specific Dates

September 2025

Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

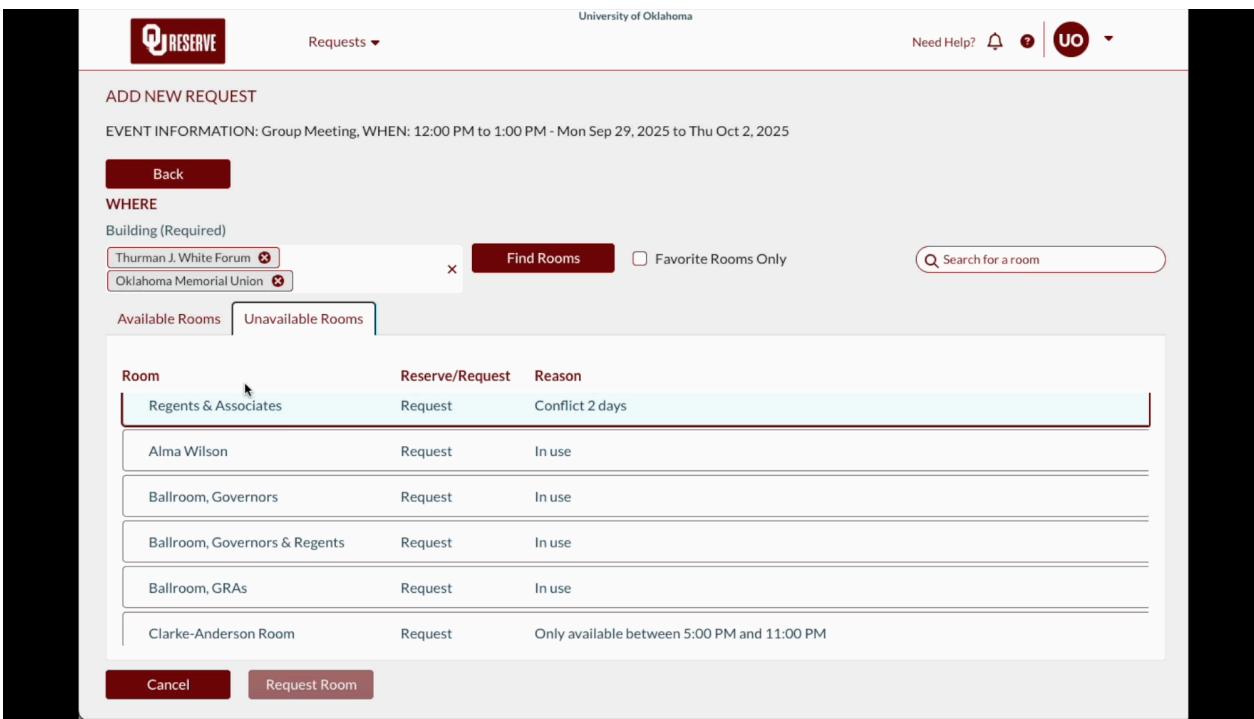
Selected Dates
Mon 9/29/25
Wed 10/1/25
Thu 10/2/25

Clear All Dates

Cancel Next >

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.



ADD NEW REQUEST

EVENT INFORMATION: Group Meeting, WHEN: 12:00 PM to 1:00 PM - Mon Sep 29, 2025 to Thu Oct 2, 2025

Back

WHERE

Building (Required)

Thurman J. White Forum Favorite Rooms Only

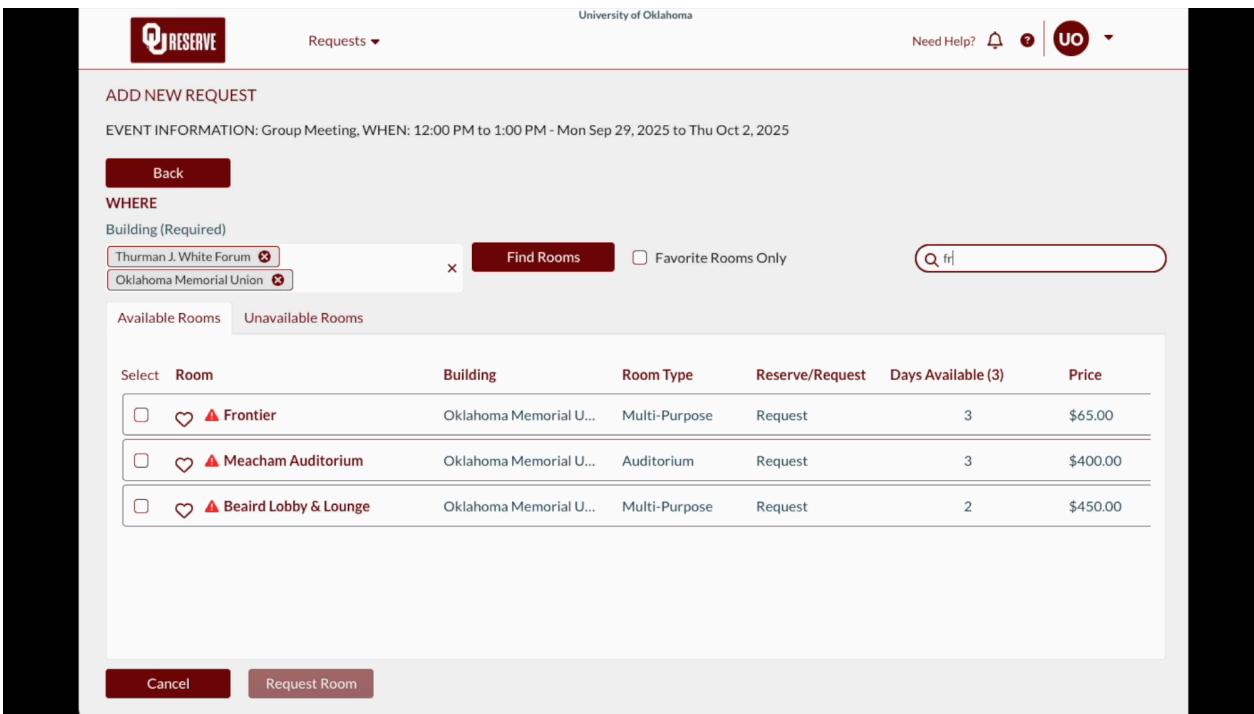
Oklahoma Memorial Union

Available Rooms

Room	Reserve/Request	Reason
Regents & Associates	Request	Conflict 2 days
Alma Wilson	Request	In use
Ballroom, Governors	Request	In use
Ballroom, Governors & Regents	Request	In use
Ballroom, GRAs	Request	In use
Clarke-Anderson Room	Request	Only available between 5:00 PM and 11:00 PM

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.



ADD NEW REQUEST

EVENT INFORMATION: Group Meeting, WHEN: 12:00 PM to 1:00 PM - Mon Sep 29, 2025 to Thu Oct 2, 2025

Back

WHERE

Building (Required)

Thurman J. White Forum Favorite Rooms Only

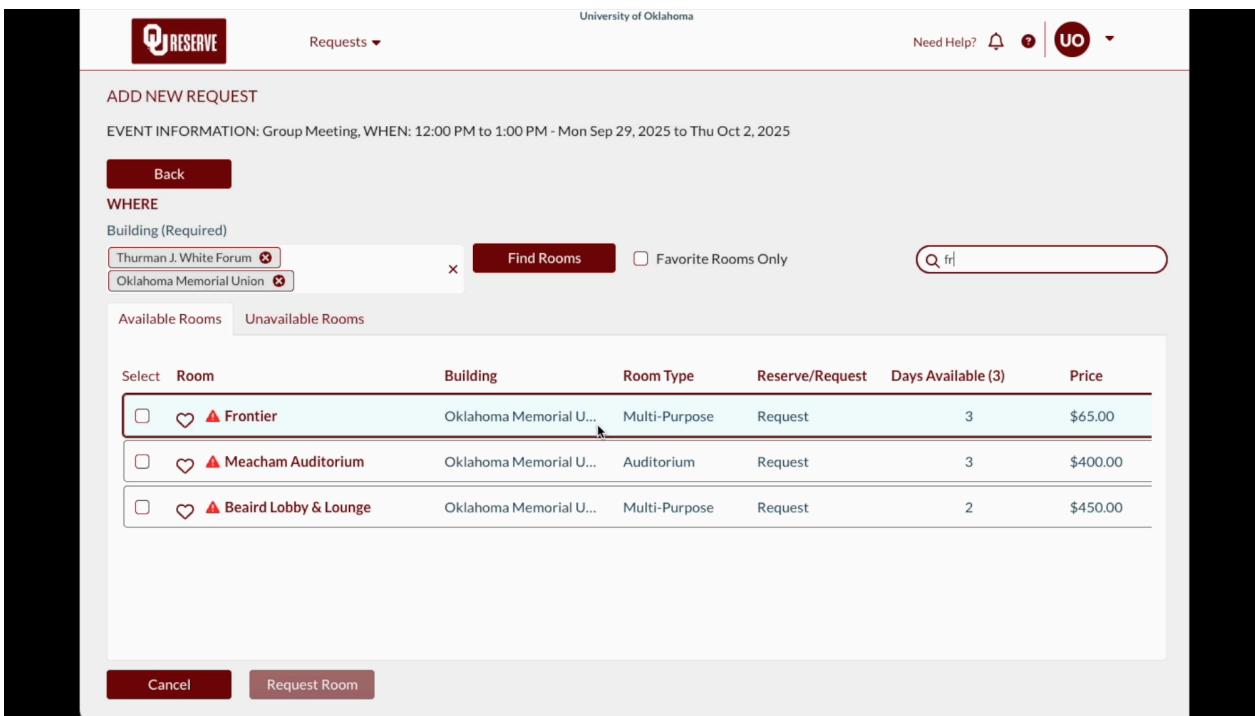
Oklahoma Memorial Union

Available Rooms

Select	Room	Building	Room Type	Reserve/Request	Days Available (3)	Price
<input type="checkbox"/>	Frontier	Oklahoma Memorial U...	Multi-Purpose	Request	3	\$65.00
<input type="checkbox"/>	Meacham Auditorium	Oklahoma Memorial U...	Auditorium	Request	3	\$400.00
<input type="checkbox"/>	Beard Lobby & Lounge	Oklahoma Memorial U...	Multi-Purpose	Request	2	\$450.00

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.



ADD NEW REQUEST

EVENT INFORMATION: Group Meeting, WHEN: 12:00 PM to 1:00 PM - Mon Sep 29, 2025 to Thu Oct 2, 2025

Back

WHERE

Building (Required)

Thurman J. White Forum Oklahoma Memorial Union

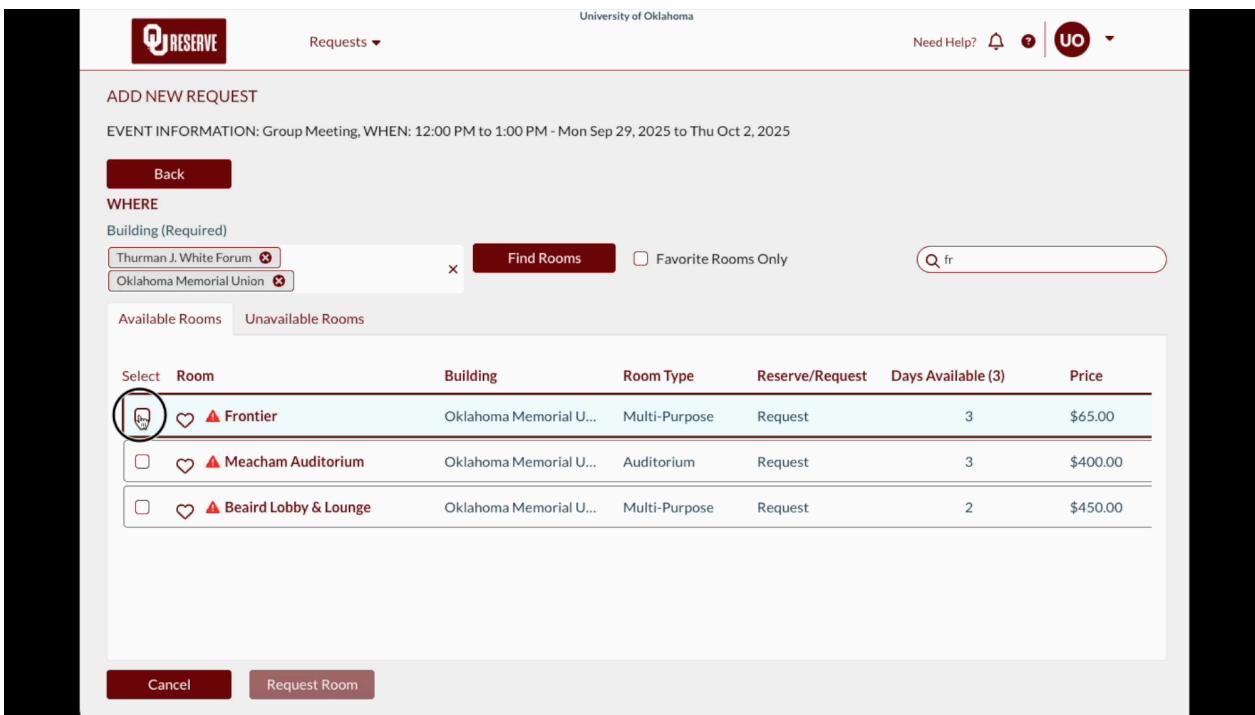
Favorite Rooms Only

Available Rooms Unavailable Rooms

Select	Room	Building	Room Type	Reserve/Request	Days Available (3)	Price
<input type="checkbox"/>	Frontier	Oklahoma Memorial U...	Multi-Purpose	Request	3	\$65.00
<input type="checkbox"/>	Meacham Auditorium	Oklahoma Memorial U...	Auditorium	Request	3	\$400.00
<input type="checkbox"/>	Beard Lobby & Lounge	Oklahoma Memorial U...	Multi-Purpose	Request	2	\$450.00

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.



ADD NEW REQUEST

EVENT INFORMATION: Group Meeting, WHEN: 12:00 PM to 1:00 PM - Mon Sep 29, 2025 to Thu Oct 2, 2025

Back

WHERE

Building (Required)

Thurman J. White Forum Oklahoma Memorial Union

Favorite Rooms Only

Available Rooms Unavailable Rooms

Select	Room	Building	Room Type	Reserve/Request	Days Available (3)	Price
<input checked="" type="checkbox"/>	Frontier	Oklahoma Memorial U...	Multi-Purpose	Request	3	\$65.00
<input type="checkbox"/>	Meacham Auditorium	Oklahoma Memorial U...	Auditorium	Request	3	\$400.00
<input type="checkbox"/>	Beard Lobby & Lounge	Oklahoma Memorial U...	Multi-Purpose	Request	2	\$450.00

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.

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ADD NEW REQUEST

EVENT INFORMATION: Group Meeting, WHEN: 12:00 PM to 1:00 PM - Mon Sep 29, 2025 to Thu Oct 2, 2025, WHERE: Frontier

SERVICE PROVIDERS

Select Service Provider

Catered Food (Norman Campus)
<input checked="" type="checkbox"/> Lunch for 10 Add Notes
OMU - A/V Media
<input checked="" type="checkbox"/> Standard for 10 Add Notes
<input type="checkbox"/> OMU - Furnishings
<input type="checkbox"/> OMU - Union Student Org. Menu
<input type="checkbox"/> OMU - Event Lighting

[Cancel](#) [Next](#)

Step 9

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

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ADD NEW REQUEST

EVENT INFORMATION: Group Meeting, WHEN: 12:00 PM to 1:00 PM - Mon Sep 29, 2025 to Thu Oct 2, 2025, WHERE: Frontier, SERVICE PROVIDERS: Catered Food (Norman Campus) + 1 more

[Back](#)

RESOURCES

sand

Select	Resource
▼ Catered Food (Norman Campus)	
▼ Appetizer	
<input type="checkbox"/> Finger Sandwich Assorted - Dozen - \$27.00 ea. <input type="checkbox"/> Tuna salad, chicken salad, ham salad	
<input type="checkbox"/> Silver Dollar Sandwich - Dozen - \$36.00 ea. with mayo & mustard.	
▼ Breakfast A' la Carte	
<input type="checkbox"/> Breakfast Sandwich - Dozen - \$70.00 ea. Egg, cheese and your choice of bacon or sausage on an English muffin.	
▼ Lunch	
Qty:	<input type="text" value="1"/>
Boxed Lunch - \$15.00 ea. Choose ONE of the following selections: Sandwiches/Wraps Ham or smoked turkey American, cheddar, swiss, or provolone cheese Croissant, wheat bread, wrap, or gluten free -	

[Cancel](#) [Next](#)

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.

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Q RESERVE Requests ▾ Need Help?   ▾

ADD NEW REQUEST

EVENT INFORMATION: Group Meeting, WHEN: 12:00 PM to 1:00 PM - Mon Sep 29, 2025 to Thu Oct 2, 2025, WHERE: Frontier, SERVICE PROVIDERS: Catered Food (Norman Campus) + 1 more, RESOURCES: Boxed Lunch

QUESTIONS

Please provide a detailed event description (Required)

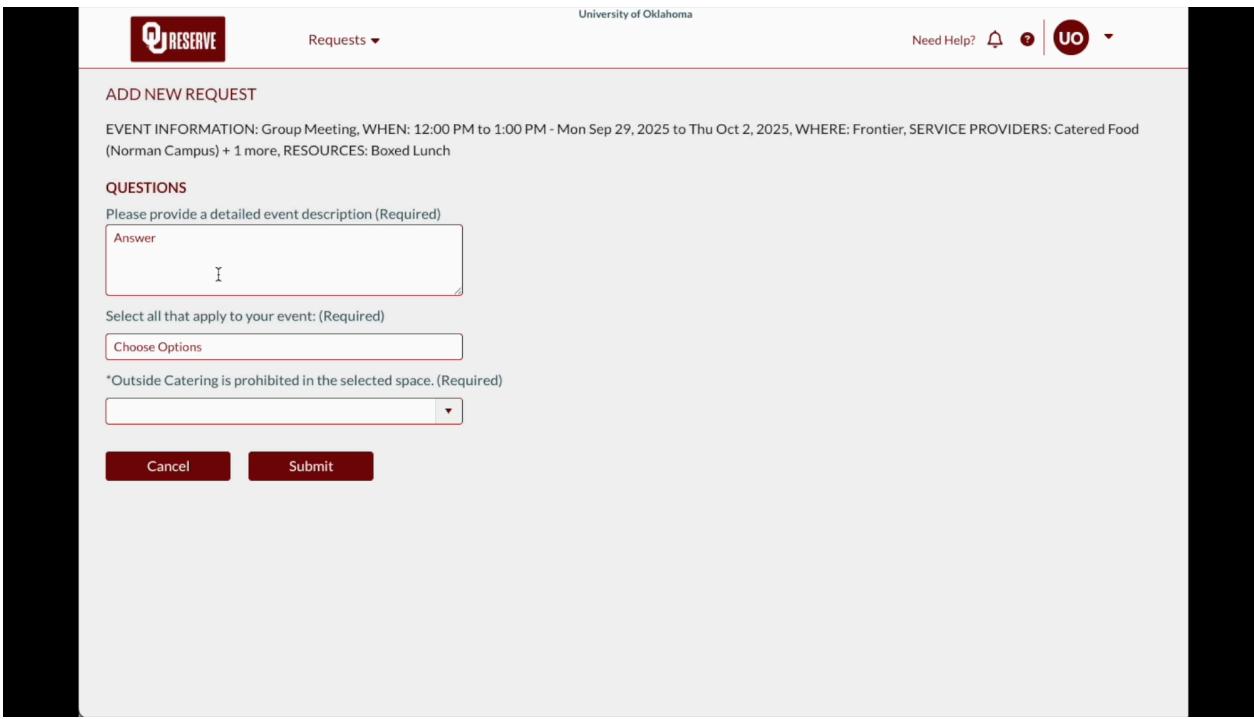
Answer

Select all that apply to your event: (Required)

Choose Options

*Outside Catering is prohibited in the selected space. (Required)

Cancel Submit



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.

University of Oklahoma

Q RESERVE Requests ▾ Need Help?   ▾

We received your request X

MY EVENTS Show Canceled Events

Current Past Events

Event (1)	Next Bo...	Start...	End ...	Last B...	Location	Status	# of Boo...	Organization
 T1084 Group Meeting	Mon 9/29/2	12:00 PM	1:00 PM.	Thu 10/2/	Oklahoma Memori...	Pending	3	Example Group

