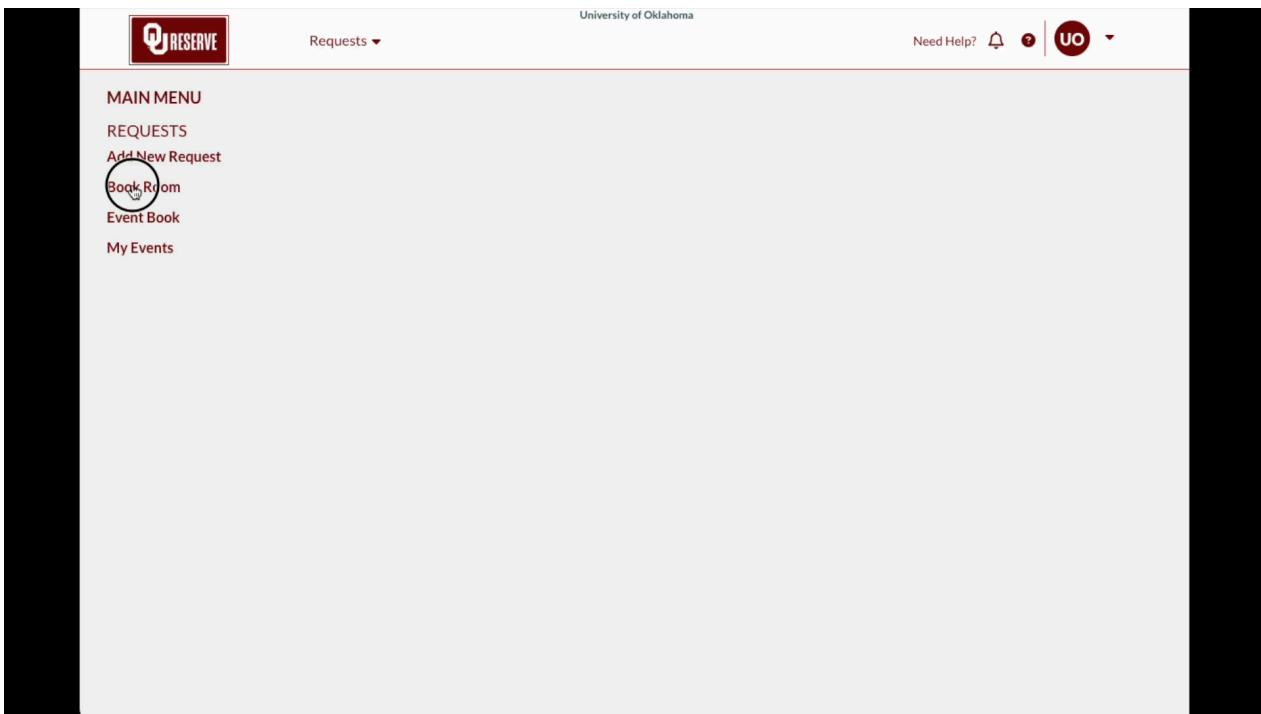


# Booking a Room for a Single Date

*Use the Book a Room tool to quickly check availability and reserve a specific space for a single date in 30-minute increments. For complex or multi-date needs, use the **Add New Request** option instead.*

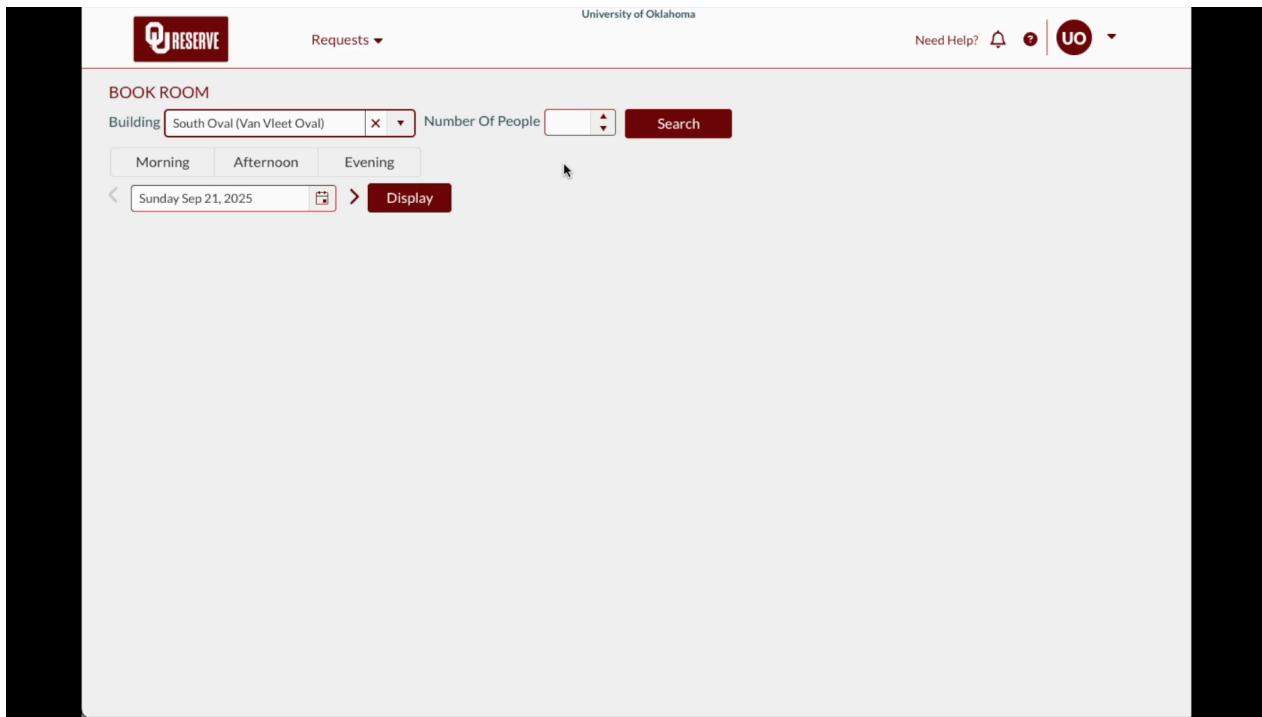
## Step 1: Open the Book a Room Tool

Click on the **Book a Room** link to begin your reservation.

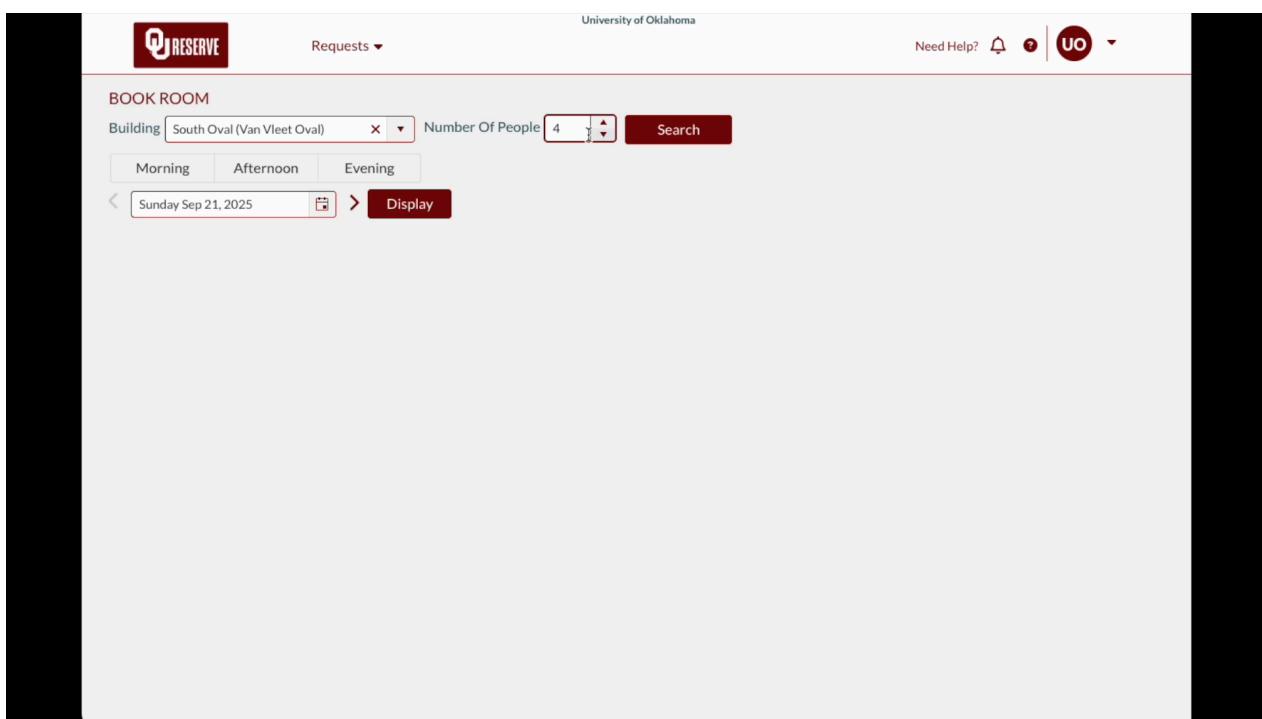


## Step 2: Enter Location and Attendance Details

Add the **building** in which you would like to reserve space, and enter the **number of people** who will attend the event.



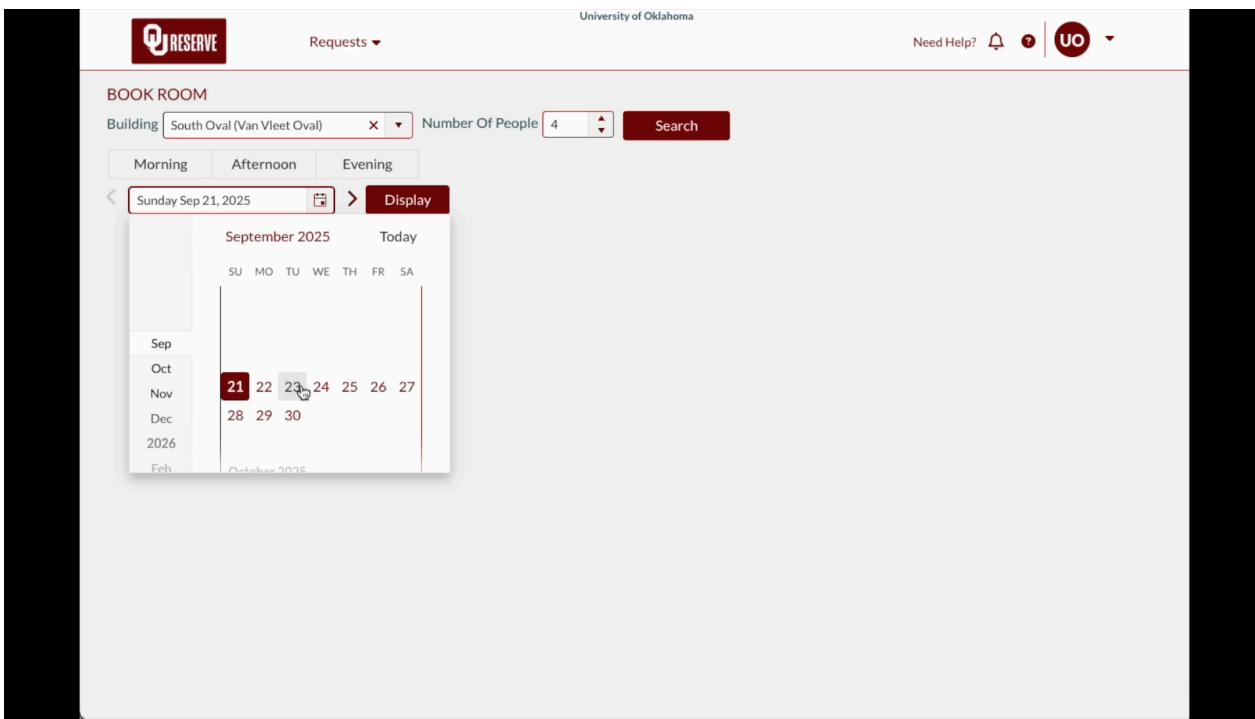
The screenshot shows the 'BOOK ROOM' search interface. At the top, there are buttons for 'Requests' and 'University of Oklahoma'. On the right, there are 'Need Help?' and 'UO' buttons. The main search area includes fields for 'Building' (set to 'South Oval (Van Vleet Oval)'), 'Number Of People' (set to '4'), and a 'Search' button. Below these are buttons for 'Morning', 'Afternoon', and 'Evening'. A date selector shows 'Sunday Sep 21, 2025' with a 'Display' button. The rest of the page is blank.



This screenshot is identical to the one above, but the 'Number Of People' field is explicitly set to '4'.

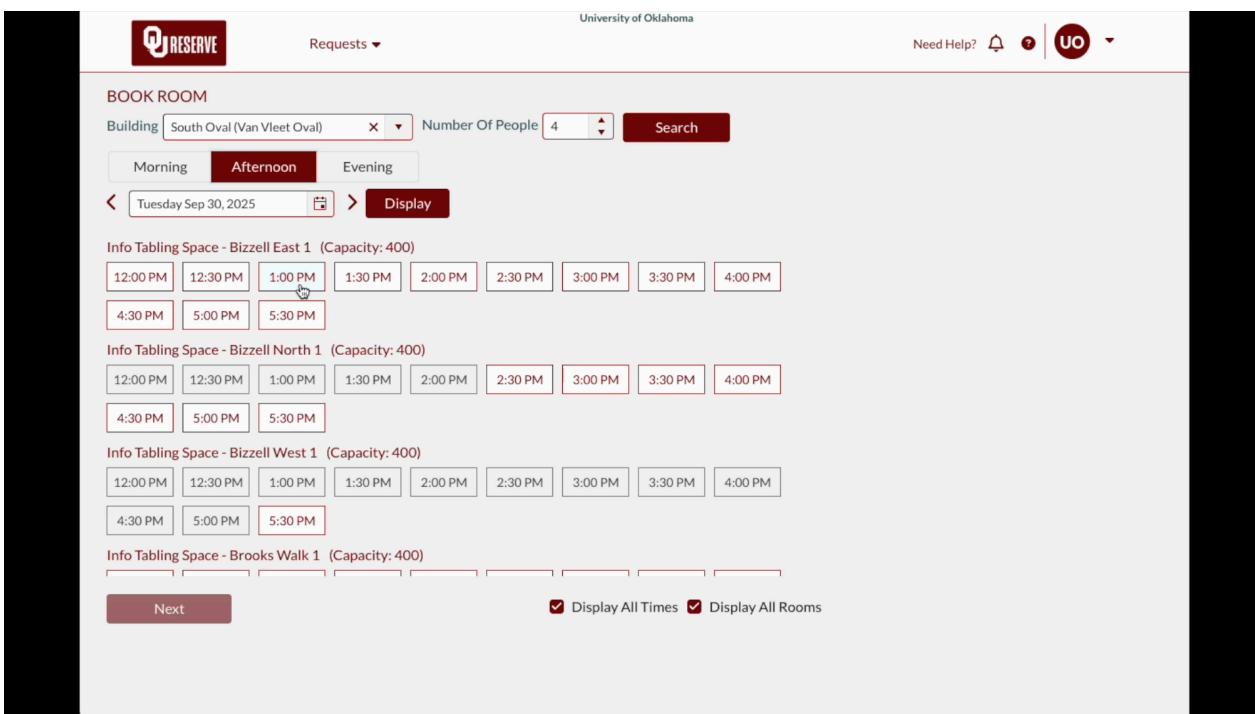
## Step 3: Select Date and Time of Day

Select the **date** for your event, and optionally choose the **time of day** (morning, afternoon, or evening) to narrow your search.



## Step 4: Search for Available Time Blocks

Click the **Search** button to display available 30-minute time blocks in the selected building.



## Step 5: Choose Time Blocks and Proceed

In your desired space, select the 30-minute time block or multiple blocks you want to request, then click **Next** to continue.

OU RESERVE Requests ▾ University of Oklahoma Need Help? [?](#) [UO](#) ▾

**BOOK ROOM**

Building    Number Of People

Morning

<   >

Info Tabling Space - Bizzell East 1 (Capacity: 400)  
12:00 PM 12:30 PM 1:00 PM 1:30 PM 2:00 PM 2:30 PM 3:00 PM 3:30 PM 4:00 PM  
4:30 PM 5:00 PM 5:30 PM

Info Tabling Space - Bizzell North 1 (Capacity: 400)  
12:00 PM 12:30 PM 1:00 PM 1:30 PM 2:00 PM 2:30 PM 3:00 PM 3:30 PM 4:00 PM  
4:30 PM 5:00 PM 5:30 PM

Info Tabling Space - Bizzell West 1 (Capacity: 400)  
12:00 PM 12:30 PM 1:00 PM 1:30 PM 2:00 PM 2:30 PM 3:00 PM 3:30 PM 4:00 PM  
4:30 PM 5:00 PM 5:30 PM

Info Tabling Space - Brooks Walk 1 (Capacity: 400)  
12:00 PM 12:30 PM 1:00 PM 1:30 PM 2:00 PM 2:30 PM 3:00 PM 3:30 PM 4:00 PM

Display All Times  Display All Rooms

## Step 6: Enter General Event Information

Provide your general event details, including **event name**, **event type**, and select the **organization** and **setup type**. The organizations listed are those associated with your **OU Reserve** account, and any space or resource charges will be based on the organization you select.

OU RESERVE Requests ▾ University of Oklahoma Need Help? [?](#) [UO](#) ▾

**BOOK ROOM**

Room: South Oval (Van Vleet Oval) - Info Tabling Space - Bizzell East 1  
Date: Sep 30, 2025  
Time: 1:00 PM - 2:30 PM  
Attendance: 4

Event Name (Required)

Event Type (Required)

Organization

Room Setup (Required)

## Step 7: Add Services (Optional)

Review the **available services** for the requested space. Select any services you wish to add by clicking the corresponding checkboxes, or click **Skip** if no services are needed.

University of Oklahoma

Need Help? [?](#) [UO](#)

Please complete the following Request

**ADD NEW REQUEST**

EVENT INFORMATION: Promo Tabling - Bingo Event, When: 1:00 PM to 2:30 PM - Tue Sep 30, 2025, Where: Info Tabling Space - Bizzell East 1

**SERVICE PROVIDERS**

Select Service Provider

CS - Miscellaneous

**Cancel** **Skip**

## Step 8: Answer Request-Specific Questions

On the final page, answer any questions displayed. These questions are specific to your request and may vary based on the **space** or **resources** you have added.

University of Oklahoma

Need Help? [?](#) [UO](#)

Please complete the following Request

**ADD NEW REQUEST**

EVENT INFORMATION: Promo Tabling - Bingo Event, When: 1:00 PM to 2:30 PM - Tue Sep 30, 2025, Where: Info Tabling Space - Bizzell East 1

**QUESTIONS**

Please provide a detailed event description (Required)

Answer

Select all that apply to your event: (Required)

Choose Options

Select the below that apply to your outdoor event: (Required)

Choose Options

For South Oval events, I will need to provide my own table and chairs OR I will contact Facilities Management, Facilities@ou.edu two weeks in advance of my needs. (Required)

[Facilities Management Request Form](#)

I acknowledge that public address systems and/or loud systems are prohibited on the South Oval during standard class times. (Required)

[Noise Policy](#)

**Cancel** **Submit**

## Step 9: Submit and Review Your Request

Click **Submit** to finalize your request.

Please complete the following Request

#### ADD NEW REQUEST

EVENT INFORMATION: Promo Tabling - Bingo Event, When: 1:00 PM to 2:30 PM - Tue Sep 30, 2025, Where: Info Tabling Space - Bizzell East 1

#### QUESTIONS

Please provide a detailed event description (Required)

  
.

Select all that apply to your event: (Required)

  
Selling of any items or fundraising will occur at the event.  

Select the below that apply to your outdoor event: (Required)

  
None of the Above  

For South Oval events, I will need to provide my own table and chairs OR I will contact Facilities Management, Facilities@ou.edu two weeks in advance of my needs. (Required)

#### Facilities Management Request Form

  
I understand & agree  

I acknowledge that public address systems and/or loud systems are prohibited on the South Oval during standard class times. (Required)

#### Noise Policy

  
I understand & agree  

[Cancel](#)

[Submit](#)

Your request will be reviewed by the space manager of the facility. Once submitted, you can view this event on the **My Events** page.