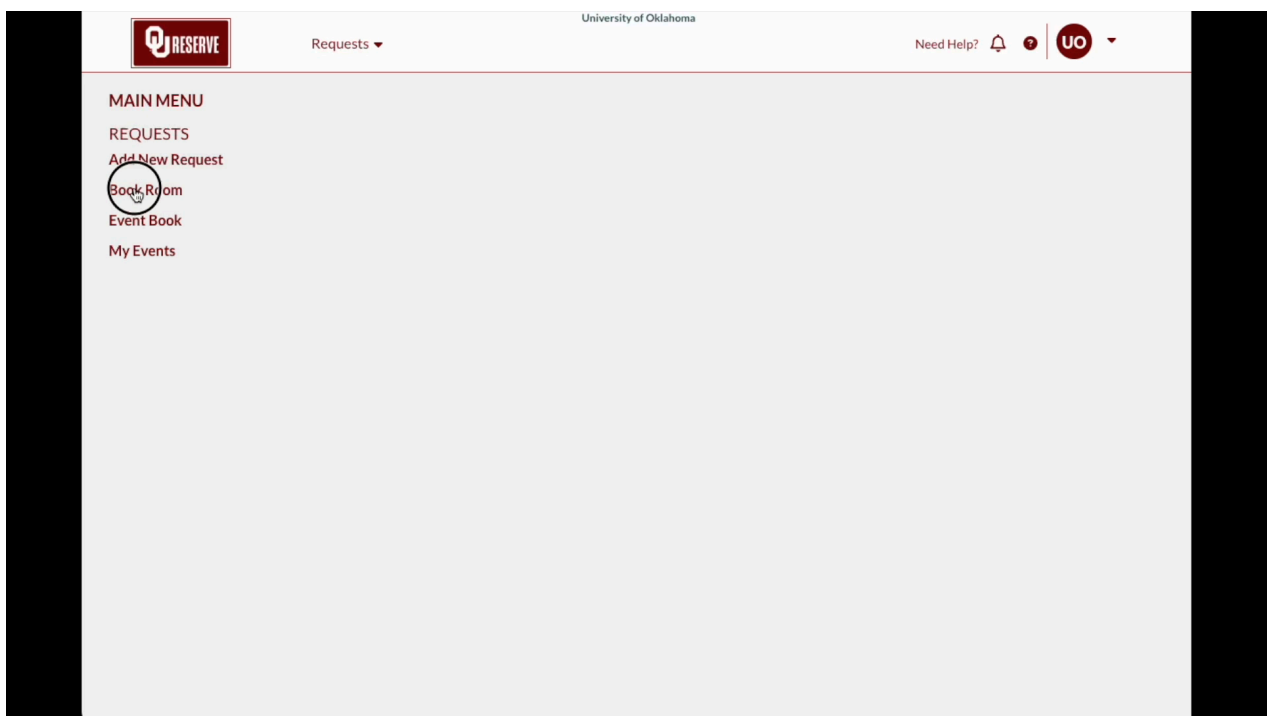


Booking a Room for a Single Date

*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.

University of Oklahoma

Requests ▾

Need Help?

BOOK ROOM

Building South Oval (Van Vleet Oval) x ▾ Number Of People 1 ▴ ▾ Search

Morning Afternoon Evening

< Sunday Sep 21, 2025 > Display

University of Oklahoma

Requests ▾

Need Help?

BOOK ROOM

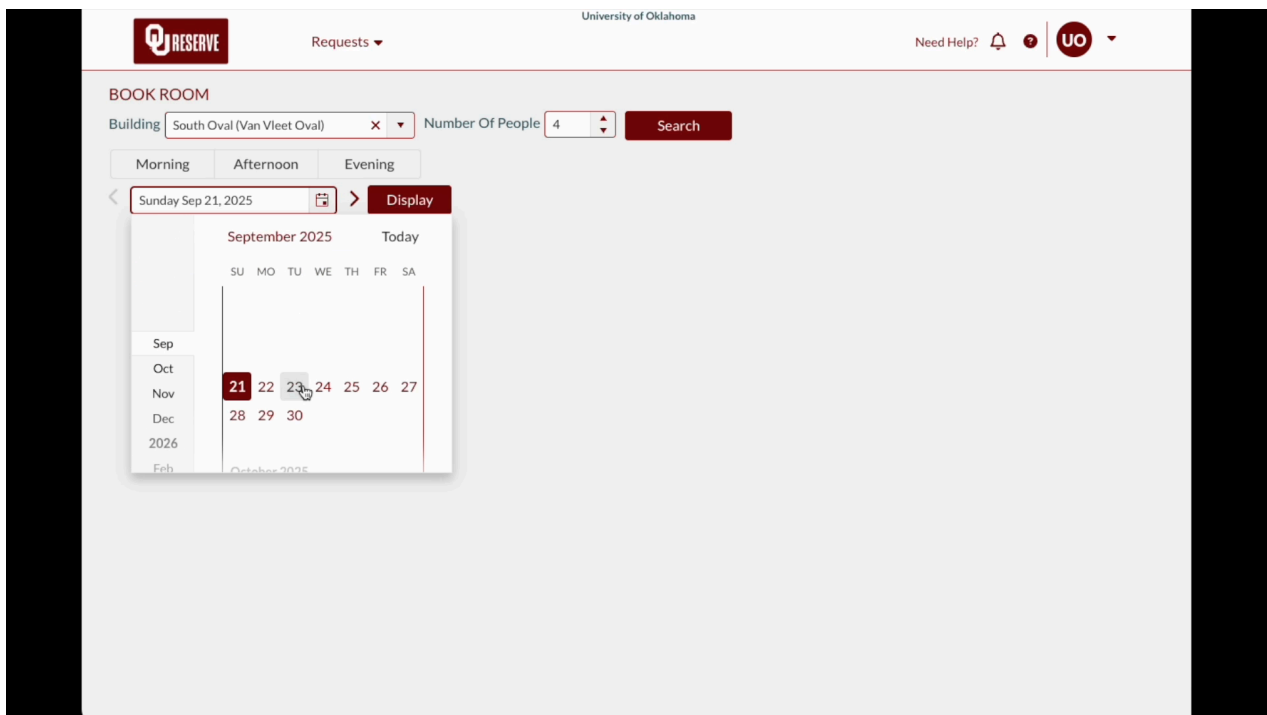
Building South Oval (Van Vleet Oval) x ▾ Number Of People 4 ▴ ▾ Search

Morning Afternoon Evening

< Sunday Sep 21, 2025 > Display

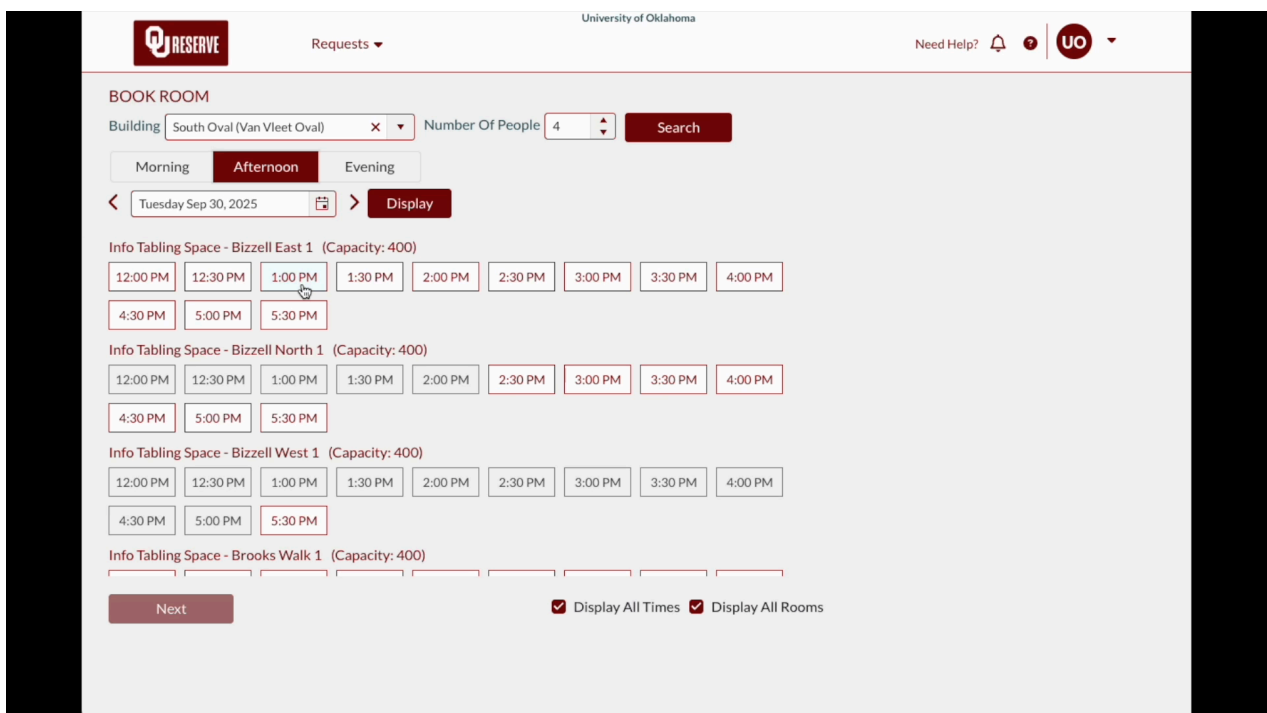
Step 3: Select Date and Time of Day

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 University of Oklahoma Requests Need Help? UO

BOOK ROOM

Building: South Oval (Van Vleet Oval) Number Of People: 4 Search

Morning **Afternoon** Evening

< Tuesday Sep 30, 2025 > Display

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	Next					

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)

--	--	--	--	--	--	--	--	--

Next 1:00 PM - 2:30 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 University of Oklahoma Requests 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)

Back Continue Request

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.

QRESERVE University of Oklahoma

Requests ▾ Need Help? 🔔 7 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.

QRESERVE University of Oklahoma

Requests ▾ Need Help? 🔔 7 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.



Requests

Need Help?   

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)

Promotion for upcoming event. Engaging with passing students

Select all that apply to your event: (Required)

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

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.