MAKING ONLINE RESERVATIONS

Through Reserve Carolina

Event Services
3105 FPG Union
eventservices@unc.edu
919.966.3832
Reservation Login

Reservation requests are submitted online through Reserve Carolina
http://reservecarolina.unc.edu

WHAT’S MY LOGIN?
Check with your organization’s primary contact!
• Each organization has a single unique login issued by the Office of Event Services
• The user name and password is emailed to the primary contact, as listed on studentlife.unc.edu, at the start of the academic year
If your organization does not yet have an account please visit Reserve Carolina and scroll down the Accounts section.
FIRST DAY OF RESERVATIONS
At the start of each fall and spring semester the Office of Event Services opens up reservations for select General Purpose Classrooms and Union spaces for the upcoming semester. The First Day of Reservations always occurs on the 12th business day of the fall and spring semester with online reservations beginning at 9am.

RESERVATION SCHEDULING CYCLE

FALL
✓ You can book Union spaces (including the Pit) for the spring semester
✓ You can book General Purpose Classrooms for the fall semester

SPRING
✓ You can book Union spaces (including the Pit) for the fall semester
✓ You can book General Purpose Classrooms for the spring semester
Go to http://reservecarolina.unc.edu

• Log in with your Reserve Carolina account
• Once logged in, you will see updates on the main page regarding spaces & dates that are available to reserve

To make a reservation go to “Reservations” & select the correct request
Which Request Template to Use?

UNION MEETING ROOM REQUEST
Ideal for meetings and gatherings.
✓ Food allowed
✓ Union Meeting Rooms
✓ West Lounge Tables

OUTDOOR PROMOTION SPACE REQUEST
Ideal for recruitment, promotions of events and organization, and sales of your organization's merchandise.
✓ Pit
✓ Solicitation Tables
✓ Plaza (the Gift)
✓ Davis Courtyard
✓ SASB Courtyard

HOUSING SPACE REQUEST
Ideal for requesting housing basketball & volleyball courts, grills, lawns, and lounges for community gatherings. If you are a resident of the community area you are seeking contact your Community Director.

STUDENT EVENT REQUEST
Ideal for events, receptions, conferences, lectures, performances, etc. that will be open to non-members, sell tickets, or may utilize AV and production.
✓ Great Hall & Lobby
✓ Auditorium & Lobby
✓ West Lounge
✓ Rehearsal Space
✓ Aquarium Lounge
✓ Art Gallery
✓ Select GPC’s
✓ Pit
✓ Davis Courtyard
✓ SASB Courtyard
✓ Plaza (the Gift)

GENERAL PURPOSE CLASSROOM REQUEST
Ideal for member only meetings and gatherings on weekends and after 6pm on weekdays. Food is not allowed in classroom buildings.
Select rooms in:
✓ Bingham
✓ Carolina Hall
✓ Chapman
✓ Dey
✓ Gardner
✓ Genome Science
✓ Howell
✓ Hamilton
✓ Hanes
✓ Hanes Art Center
✓ Manning
✓ Mitchell
✓ Murphey
✓ Peabody
✓ Philips
✓ Wilson

HISTORIC QUAD SPACE REQUEST
Ideal for requesting outdoor UNC Facilities areas for promotions or events. Please note the Old Well is not available for reservation.
✓ Polk Place
✓ McCorckle Place
✓ Bell Tower
Making a Reservation

Once you have selected your request template you will see the following menu:

- Choose your desired date, time, and facility.
  - If this is a reoccurring meeting select recurrence.
- Put the expected number of people who will be present at your reservation.
- Select your desired set up type for the space.
  - For GPC’s select Fixed Set.
  - You can find setup types and capacities under the menu at the top.
- Click “Find Space”
Making a Reservation

- Locations available will be listed with green plus button. If you do not see your desired venue, it is not available for the date and time you requested.
- To add the location you want, click the green plus button.
- To add multiple dates for the same time and space select “Recurrence”
Making a Reservation

- To add different dates and times under the same request select a new date and time by changing the information under the “When and Where” section.
- Click “Find Space” each time you change the date or time.
- Be sure to click the green plus button to add each requested room.
- Once done, click the “Details” tab.
Reservation Error

If you get one of these error messages it is due to one of the following reasons:

You are not requesting far enough in advance (please review request timelines)

Your requested reservation time falls outside of the venue’s reservable hours
  - Some spaces may have a 15 minute buffer time built in
  - If you are having trouble try changing your start/end time by 15 minutes
Making a Reservation

Be specific with your Event Name for your reservation as this displays online and is used to help us review your reservation.

- Select an appropriate event type that fits best with your reservation.
- Customer details are associated with your user account.
- Selections in the drop down will auto-populate based on what is on file with the Event Services Office.
  - Please contact us if any information needs to be updated.

Event Details
- Event Name: * Learn How to Use VEMS
- Event Type: * Marathon
- Promotions

Customer Details
- Customer: *
- 1st Contact: *
- Phone: *
- Fax: 
- Email: *
Making a Reservation

- Fill in all required fields with as much detail as possible
- Be sure to let us know if you have any specific needs such as use of certain technologies, trash cans for food, and/or names any campus guests, VIPS or speakers attending

Once filled out click submit.
Successful Request!

Once you hit submit you will get a pop up message indicating you have successfully submitted your request.

Your request has been submitted. A representative of the Office of Events Management will email you a status report detailing the steps needed to confirm your meeting/event.

A listing of your online requests is available by viewing My Requests from the Reservations menu above.
Reviewing Requests

- To review your requests go to “Reservations” and then “View My Requests”
- You cannot make changes to reservation details from Reserve Carolina
- You can cancel reservations from Reserve Carolina or by contacting our office, but be sure to do so before the required deadline
Questions?

Office of Event Services
3103 FPG Student Union
919.966.3832
eventservices@unc.edu