

## IMPORTANT NOTES FOR ACADEMIC SPACE RESERVATIONS:

The “Request a Classroom (student groups)” form is available on [Virtual EMS](#). Requests for space are accepted after the first two weeks of each semester.

**3 Day Processing (Standard):** Standard requests for meetings and events that require no additional event support must be submitted a minimum of 3 business days in advance. A submission is NOT a confirmation. Be sure to check your EMS account for confirmation before advertising an event location!

**10 Day Processing (Special Events):** Some events involve the support of campus partners and are required to be submitted **10 business days in advance** for Student Involvement review. Requests that should adhere to this 10-day requirement will meet one or more of the following requirements:

- An anticipated attendance over 200
- Occur on a Friday, Saturday, or Sunday after 5pm
- Include a performer or speaker that your group can reasonably expect to require additional security and/or custodial services to maintain a safe and clean environment for your event and the next students/faculty to use the room.

An EMS confirmation for an event meeting any of the criteria above will be considered invalid if it was submitted less than 10 business days in advance.

Student Involvement staff can answer questions about the 10-day review requirement. Contact the Student Organization Resource Center, [sorc@albany.edu](mailto:sorc@albany.edu), or stop by the office in Campus Center 130.

**Noise:** Remember that the primary function of academic space is classroom instruction. If your noise level is disruptive to academic events/activities you will jeopardize your reservation privileges. If you know you will have noise, be sure to include that in your event description. You may also want to email [scheduling@albany.edu](mailto:scheduling@albany.edu) if you have any concerns about this related to your reservation.

**No-Shows:** Meeting space is limited so be considerate to your peers! If you no longer need the room, cancel the reservation. Consistent “no shows” will jeopardize their reservation privileges.