Helpful Hints for Event Scheduling in FMS Spaces

General Hints:

• We MUST have an estimated attendance for all requests even if you list a specific room preference.
• A spreadsheet of available spaces can be found at http://registrar.illinois.edu/reservable-spaces.
• We do not quote room availability by phone.
• The more general you are when it comes to your requested spaces, the more options you have. You can list options in numbered priority order. You can also list general things like “room in Business Area” or “any location on Quad”. If you specifically want a room with tables, theater seating, moveable desks, etc., please note that on your form.
• Smaller rooms are much more abundant that larger rooms. If you actually need space for 60 and you request a lecture hall for 200, it limits your options. The reservable space spreadsheet includes room capacities.
• When requesting a consistent, weekly event, you can put “Mondays” or “Wednesdays in the fall term” etc. in your request instead of listing each date individually (date lists tend to have an error in calendar transposition). We automatically exclude any meetings falling over a break (spring or fall) and we do not automatically include Reading Day. No RSO groups can reserve classroom space on any final exam dates.
• Lincoln Hall (especially the lecture rooms) is by far the MOST requested location. It is strongly advised to list alternate choices for space if that is your first preference. Similar high demand locations include Greg Hall, Engineering Hall and Wohlers.
• As we schedule one semester at a time, you can request future space up to one year in advance, but it is advised to submit each semester on separate forms.

Start and end times:

• If you know the presenter will want either setup time before or Q&A after the session, please build that time into your original request.
• With an increase in early evening classes, requesting large space at 7pm instead of 6:30 or 6:45 could give you additional options.
• RSO groups cannot get space in classroom buildings outside of building hours. The spreadsheet of reservable spaces mentioned above includes a list of building hours.
• Requests for space are scheduled like classes so we do end them at 20 and 50 after the hour to allow for a buffer between events.

Requests for Large Rooms (including the Theater spaces):

• We cannot give any RSO group weekly space (Mon-Thurs) larger than 220 seats due to high demand for space.
• The highest demand for large rooms falls on Wednesday and Thursday nights due to evening exams.
• If you have a backup date or dates for your event, please note that on the form.
• Theater spaces (Greg 112, Foellinger and Lincoln Hall Theater) do have fees associated with their use. They also require two weeks advance request. It is highly recommended to submit those requests as early as possible.

Additional information:

• Almost every room has some sort of presentation technology in it. If there are specific things you need (room with computer, HDMI input, Blu-Ray etc.), please note those specifics on your form.
• There is no set-up in any space we reserve. You may move desks and chairs to suit the needs of your group, but everything must be returned to classroom rows at the end of your meeting. Additional tables and chairs or other audio equipment must be secured through the Office of Public Functions at least two weeks prior to your event. We have no equipment in our office. There may be a fee for these services.
• There is no food or drink allowed in academic classrooms we control. If there is evidence of this reported to us, your group may be subject to cleaning fees, rejection of future space requests or both.
• Changes to a confirmed reservation DO NOT REQUIRE a new form. Email us with your change request.
• Additional questions can be emailed to fms-reserve@illinois.edu or call 217-333-1230 M-F 8:30am-5pm.
• If you are looking for alternate space options outside FMS space, we keep a list of venues at https://registrar.illinois.edu/master-space-contact-list/