Please direct room requests **ONLY** to the scheduler on your campus:   
[poej@umkc.edu](mailto:poej@umkc.edu) for Kansas City; [tugushim@umkc.edu](mailto:tugushim@umkc.edu) for Columbia; [loftina@umkc.edu](mailto:loftina@umkc.edu) for Springfield  
**\* Kansas City room reserving personnel will contact  
Columbia and Springfield for room coordination and vice versa\***

**Please include Name, Date, & Time of Event in the subject line of your email  
Please DO NOT send the request as an attachment; if you do, it will be returned to you.**

To request a room, submit the following chart (filled out in its entirety)  
in the body of your email to the appropriate personnel.  
 Usage of **Quick Parts** is highly encouraged.

**Quick Parts Instructions:**

* Copy the below chart and paste in a new mail message.
* Highlight the entire chart and select “Quick Parts” from the “Insert” tab of your Outlook ribbon.
* Add to your Quick Parts gallery–save with a name you’ll easily remember. “Room Reservation” would do nicely.
  + *To quickly add the form to your email when making requests,* **type the first few letters of the saved name in the body of your email, and press F3**.The chart will automatically appear in the body of your email.

**Usage Guidelines:**

* UMKC School of Pharmacy students, faculty and staff **MUST** submit the Room Reservation form to have a request honored.
* Rooms are reserved on a first-come, first-served basis.
* Please allow enough time for set-up and tear-down. Meeting organizer(s) and presenter(s) are responsible for cleaning the room after the event (tables wiped down, boards cleaned, all trash/left-over food thrown away) and ensuring that the room is returned to its prior set-up.
* After hours (typically 8:00 p.m. and later) and weekend requests must be forwarded to Campus Police so that they can unlock the building/rooms and be aware of who is authorized to be in the building/rooms.
* For Zoom video conferences, the campus facilitators should arrive at least 15 minutes prior to the start of the meeting to assist with sound checks, physical connections, etc.
* If loading dock access is required, please indicate the company arriving and expected time for unloading items.
* **NOTHING** is to be scheduled during Finals Week.
* Requests made for the upcoming semester cannot be scheduled until the classrooms have been assigned. Classroom assignment is generally complete two weeks prior to the start of classes. **ALL** requests made before classroom assignments have been made will be archived and scheduled in the order they were received.
* When a Zoom recording is requested, make sure to indicate **to whom** the recording should be sent; it must be someone with an active Zoom account.
* The School of Pharmacy room reservationists are **NOT** able to assist with parking, event set-up, break-down, receipt of supplies, copying, etc.

**Please fill out all specifics in the chart below:**

|  |  |
| --- | --- |
| **Room Reservation Request**  *Please fill in details below & submit only to your site’s scheduler*  Kansas City—submit to [PoeJ@umkc.edu](mailto:PoeJ@umkc.edu)  Columbia—submit to [TugushiM@umkc.edu](mailto:tugushim@umkc.edu)  Springfield—submit to [LoftinA@umkc.edu](mailto:LoftinA@umkc.edu) | |
|  | *Enter information below* |
| **Name of Event** |  |
| **Date(s) of Event** |  |
| **Start and finish time for event** |  |
| **Event contact name & phone number**  Student organizations include faculty advisor |  |
| **Requesting Kansas City room?** |  |
| Facilitator’s Name  *If not known, please arrange prior to submitting* |  |
| Number of Attendees |  |
| **Requesting Columbia room?** |  |
| Facilitator’s Name  *If not known, please arrange prior to submitting* |  |
| Number of Attendees |  |
| **Requesting Springfield room?** |  |
| Facilitator’s Name  *If not known, please arrange prior to submitting* |  |
| Number of Attendees |  |
| **Technology Needs** | |
| **Do you need a Zoom connection?**  If yes, do you need a Zoom link assigned for you to use, or will you use your own Zoom account? |  |
| **Zoom Recording?** *(if you are using an assigned link)*  If yes, list the name and email address of the person to whom the recording should be sent (must have an active Zoom account) |  |
| LCD Projector, Computer, Document Camera | List here: |
| **Will you need a technician on hand for assistance/ special requests?** |  |
| **FOOD**  Columbia—Food permit required, submit menu 1 week in advance |  |
| **Notes:** |  |