

Outdoor Space Request Instructions

- Go to: <https://union.wisc.edu/>
- Under “Host Your Event,” select, “Request a Reservation.”
- Please note: you must belong to either a Registered Student Organization (RSO) or a UW-Madison Department.
- On the “Request a Reservation” page, click on “Meeting Room Request”
- Log in using your NetID and password

Login

NetID Forgot NetID

Ex: bbadger

Password Forgot password

Login

- Select: “Create a Reservation”

CAMPUS EVENT SERVICES
WISCONSIN UNION

Snyder, Jennifer

HOME | SITE HOME | MY HOME

Welcome to the Wisconsin Union's UPDATED virtual scheduling program!

Please allow a minimum of 24 hours for a response to your request. Requests are processed Monday-Friday, 8-5pm. All reservation requests for Saturday-Monday must be made by 12noon on Friday. Requests made after 12noon on Friday will not be processed until the following Monday.

Please note: Online scheduling for event spaces is ONLY for UW Departments and Registered Student Organizations.

- For rooms in Memorial Union, Union South, or Red Gym, please use the [Wisconsin Union Meeting Room Request](#).
- For a Campus Classroom, please use the [Campus Classroom Request](#).
- For a Outdoor Spaces, please use the [Outdoor Space Request](#).
- For Student Activity Center (SAC), please submit separate requests via the [Student Activity Center Request](#).

You will not be able to see availability for a specific room but Campus Event Services will take into account specific room preferences. Please indicate your preferences in the request.

Most audio/visual and equipment orders will incur a charge within Wisconsin Union facilities. A complete list of our audio/visual and equipment services can be found online [here](#).

All requests are subject to approval.

Click [here](#) for the Wisconsin Union Today in the Union (TITU).

Questions or concerns? Contact Campus Event Services at 608-262-2511, email: events@union.wisc.edu.

- Choose: “Book now” for Outdoor Space Requests

My Reservation Templates

| | | |
|--------------------------------------|--------------------------|-----------------------|
| Campus Classroom Requests | book now | about |
| Outdoor Space Requests | book now | about |
| Picnic Point Fire Circle Request | book now | about |
| Student Activity Center Requests | book now | about |
| Wheelhouse Studio Room Request | book now | about |
| Wisconsin Union Meeting Room Request | book now | about |

- Fill in date, start time, end time and number of people. Then click “Search.”

Date & Time

Date

Start Time End Time

Create booking in this time zone

Locations

Outdoor Spaces

Let Me Search For A Room

Number of People

- Select your desired outdoor space.
 - If you do not see the space named on the availability legend, choose: "Other Outdoor Space." You will need to specify which outdoor space you would like in the Event Description field later in the request form.

Rooms You Can Request

| Outdoor Spaces (CT) | Cap | 2 | 3 | 4 | 5 | 6 | 7 | 8 AM | 9 | 10 | 11 | 12 PM | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | |
|-----------------------|-----|---|---|---|---|---|---|------|---|----|----|-------|---|---|---|---|---|---|---|---|---|----|----|--|
| East Campus Mall | 0 | | | | | | | | | | | | | | | | | | | | | | | |
| East Quad of Libra... | 0 | | | | | | | | | | | | | | | | | | | | | | | |
| Library Mall | 0 | | | | | | | | | | | | | | | | | | | | | | | |
| Lower 1/3 of Basc... | 0 | | | | | | | | | | | | | | | | | | | | | | | |
| North Quad of Lib... | 0 | | | | | | | | | | | | | | | | | | | | | | | |
| Other Outdoor Sp... | 0 | | | | | | | | | | | | | | | | | | | | | | | |
| South Quad of Lib... | 0 | | | | | | | | | | | | | | | | | | | | | | | |
| West Quad of Libr... | 0 | | | | | | | | | | | | | | | | | | | | | | | |

Availability Legend

- Once you choose your space, it will appear at the top of the screen under “Selected Rooms.” Click “Next Step” in the upper right corner.

7 [Next Step](#)

Selected Rooms

Library Mall

Room Search Results

[LIST](#) [SCHEDULE](#)

Favorite Rooms only. [Search](#)

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- Fill in all requested reservation details. After all details are included, choose “Create Reservation” in the bottom right corner of the page. Please note: You will receive an error message if you have not filled out the requested prompts as specified.

Will you be providing food? *

No

Please describe in detail any food or beverage you will be having at your event, including what vendor it is coming from. (Type N/A if no food) *

Will you be providing tables for your event? *

No

How many tables will you be using? *

0

Will your event require electricity? *

No

Will you have inflatables/games/activities? *

No

Please describe any other equipment you will be having at your event. *

TEST

[Create Reservation](#)

- You will then see a pop-up acknowledging that your request has been received. Please note: It takes about (1) day for an outdoor space request to be processed in our system and sent to campus for review. After it has been sent for review, there is a minimum of (5) business days allotted for campus feedback. After that time, you will either receive an email informing you of questions/feedback, or you will receive a confirmation of your space from the Campus Event Services Office.

Help



Thank you for your space **request**. Your request has been received and will be processed. Please allow **a minimum of (1) business day** for a response to your request. More time may be needed as there may be specific questions regarding your request. Your space needs will be reviewed and the best possible space available will be assigned. **Specific room assignments will not be confirmed until (1) week prior to your event.**

**Requests are processed Monday-Friday, 8-5pm. Please note: All reservation requests for Saturday - Monday must be made by 12noon on Friday. Requests made after 12noon on Friday will not be processed until the following Monday.*

Thank you,
Campus Event Services Office
(608) 262-2511
events@union.wisc.edu



OK

- Please note: the following is a link to UW-Madison Facilities Use policies and guidelines that guide outdoor space use on campus. <https://www.vc.wisc.edu/policies/facilities-use/>