Web 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, follow prompt for either RSO or Department

REQUEST A RESERVATION

Online Reservations

UW-Madison Student Organization Requests
The Union offers Registered Student Organizations (RSOs) one 1-hour space reservation per week and two 4-hour space reservations per semester. RSOs may reserve more space or extend times 7 days or less in advance of event date. Unlimited reservations for general assignment classrooms are also possible when available. Reservations are processed after August 1st of each year.

REQUEST A ROOM RESERVATION

UW-Madison Department Requests
UW-Madison academic departments are welcome to request meeting space with a deposit up to 18 months in advance of the event date, including weekly series. Standard reservations (without a deposit) are processed after August 1st of each year for the upcoming academic year.

REQUEST RESERVATION
• Log in using your NetID and Password
• Select: “Create a Reservation” from the left sidebar

• Choose: “book now” for the type of reservation location
• Fill in date, start time, end time, and number of people. Then click “Search.”

• Select your desired building by clicking the “+” next to the name.
A window will pop up to include your Attendee Count and selection of room setup configurations.

Options are as follows:

- Circle of Chairs
- Classroom
- Conference Table
- Dining
- Herringbone
- Square
- Theater Seating
- U Shape
• Click “Add Room.”

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.
• Select needed services, if any, required for your event. Then Click “Next Step” in the upper right corner.

• Fill in all requested reservation details.
- To select your group, click on the magnifying glass. Type in your RSO or Department.

- IMPORTANT: If you are having trouble locating your group, type a ”%” then part of your group name and this will search all parts of the word that matches.

![Groups you can book for](image)

- When all fields are complete, click “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.

- You will then see a pop-up acknowledging that your request has been received. **For outdoor space requests, there is a minimum of (3) 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 for your space from the Campus Event Services Office.**

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**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