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

- Select: “Create a Reservation”

- Choose: “Book now” for Outdoor Space Requests

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

Updated HKC 1.21.2022
• Select your desired outdoor space.
  o 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.
• 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.

• 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.

• 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 (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 of your space from the Campus Event Services Office.
Updated HKC 1.21.2022

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

- 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/