

Facilities - Requesting Space in EMS for Projects / Maintenance

- Includes Classroom, Meeting, Event, and Outdoor Spaces
- Visit <http://scheduling.princeton.edu>
- Request up to five years out (maintenance template only)
- All full-time Facilities employees have access to the template
- Requests are routed to respective space managers
- Cancel any unneeded dates to free up space

Navigate to <http://scheduling.Princeton.edu> and login to the right hand corner

Click Book Now next to Maintenance/Repair/Renovation

The screenshot shows the Princeton University EMS Web App interface. The user is logged in as Horgan, Michelle. The main content area displays 'My Reservation Templates' with a list of spaces. The 'Maintenance/Repair/Renovation Space Request' template is highlighted with a red box, and its 'book now' button is also highlighted. Other templates include Lewis Center - Reservable Spaces, Nassau Hall - Faculty Room, Nassau Hall - Reservable Spaces, ODOC - Reservable Spaces, Office of Audit and Compliance - Reservable Spaces, OIT - Reservable Spaces, and Registrar - Reservable Spaces. A 'My Bookings' section is visible at the bottom.

Select Date (or click Recurrence to select multiple dates) and Click Locations to Choose a Building/s to Search. Click Update Locations.

The screenshot shows the 'New Booking for Tue Jun 3, 2025' form. The 'Date & Time' section includes a date field set to 'Tue 06/03/2025', a 'Recurrence' button highlighted with a red box, and time fields for 'Start Time *' (9:00 AM) and 'End Time *' (5:00 PM). The 'Locations' section shows 'Friend Center' and an 'Add/Remove' button highlighted with a red box. A 'Search' button is at the bottom.

The screenshot shows the 'Locations' selection dialog. It has a search bar labeled 'Find locations' and a list of buildings with checkboxes: '1 Lawrence Drive', '100 Overlook Center', '112 Nassau Street', '14 Lawrence Drive', '185 Nassau Street', '194 Nassau Street', and '1967 Hall'. The 'Friend Center' location is selected and shown in the 'Selected Locations' section. At the bottom, there are 'Update Locations' and 'Close' buttons.

Click on the Schedule View to ensure all needed rooms are available. This view will show any conflicts.

New Booking for Mon Oct 21, 2024

The screenshot shows a booking interface with the following sections:

- Date & Time:** Date * (Mon 10/21/2024), Recurrence, Start Time * (3:00 AM), End Time * (9:00 AM), and a time zone dropdown (Eastern Time).
- Locations:** East Pyne Building with an Add/Remove button.
- Room Search Results:** Includes tabs for LIST, SCHEDULE (highlighted with a red box), and FLOOR MAP. There is a checkbox for "Favorite Rooms only."
- Rooms You Can Request:** A table with columns for room name, capacity, and a calendar grid for days 6, 7 AM, 8, 9, 10, 11, and 12 PM. Rooms listed include 001COR Lower Hyph, 010, 010COR, 011 Open Lounge, 011D Studio Room, 012 Seminar Room, 023, 027, 039, 043, and 100COR Upper Hyph.

Use the Green plus sign to add any rooms to your cart and continue through the questions to make the request.

Keep in mind, if requesting multiple dates/times, the results will show the number of recurrences available.

+ 321	5/5	East Pyne Building	03 - Third Floor	ET	23	
+ 339	5/5	East Pyne Building	03 - Third Floor	ET	23	
+ 127	3/5	East Pyne Building	01 - First Floor	ET	20	
+ 233	3/5	East Pyne Building	02 - Second Floor	ET	20	

You should receive an email or emails depending on how many space managers get the request.

You can also monitor the status of all bookings in My Events on the left side of <http://scheduling.princeton.edu> while logged in.