Where will the event be held?

Club ReFuel
What’s Available?

- University Event Management (UEM) coordinates event space in Lerner Hall, Low Library, Faculty House and outdoor grounds.

- Browse available spaces based on the date(s) of your event at [http://uem.columbia.edu/all-spaces](http://uem.columbia.edu/all-spaces)
  - Be sure to also check rehearsal dates and times

- Log-in to [Virtual EMS](http://uem.columbia.edu/virtual-ems) using the account information for your student group

- Submit your space request in Virtual EMS
  - Wait for the approval of your adviser and UEM.
Planning Ahead (Pre-Calendaring)

The Pre-Calendaring process allows recognized student groups to request space in Lerner Hall for the subsequent term. It is held twice a year in order to identify dates and locations in advance for significant events, meetings and receptions in Lerner Hall.

- Pre-calendaring for Spring 2016 events will be held **Monday October 26, 2015** beginning at 12pm until November 13th ending at 5pm. During this period, recognized student groups will be able to request space in Lerner Hall for January 19 – May 2, 2016. Confirmations from Pre-Calendaring requests will be available to view on your VEMS accounts on June 1, 2016.

- Be sure to visit [http://uem.columbia.edu/precalendaring](http://uem.columbia.edu/precalendaring) for all pre-calendaring guidelines.
Things to know

• Student programming must begin after 5p.m. on weekdays unless approved by UEM and your adviser
  – On weekends reservations may start from building opening to close
• After submitting a request you must log on to Virtual EMS to check its status
• Provide your adviser with as much information about your event as possible so that they can support you.