

Getting Started

Steps to Take Before Making Reservations in the MSC

Check out the MSC website [here](#).

MEET OUR TEAM!

MSC Event & Meeting Services Planning Team

Contact us at:

[MSC Event & Meeting
Services Team](#)

SA-EMS@usf.edu



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Steps to complete before your Student Organization can make a reservation!

1. Complete CLCE re-registration, if applicable, and ensure your new officers are updated on your BullsConnect Page.

2. Complete your MSC Accountable Officer Form.

3. Create your MSC Web User ID.

4. Sign in to Virtual EMS to check your access.

5. Attend Part Two Training to learn about Virtual EMS.

CLCE Re-Registration

- If your student organization needs to complete your re-registration with CLCE, this needs to be completed BEFORE submitting an MSC Accountable Officer Form.
- Please note, this process can take some time to complete, so depending on the date you submit your re-registration on BullsConnect it may not be approved in time for you to submit your new MSC Accountable Officer Form and have that approved for the book opening. **If you think that your information will not be approved on time, please have the person that is currently listed as the President on your BullsConnect page submit an MSC Accountable Officer Form with the following information:**
 - The President on the form should be the same as the President currently shown on your BullsConnect page.
 - The 2nd Accountable Officer should be listed as your newly elected President.
 - The 3rd Accountable Officer can be any other member of your organization.
- Following these steps will allow your newly elected President to create a Web User ID and make reservations while your BullsConnect re-registration is being processed.
- If you have any questions about re-registration or BullsConnect please contact CLCE at Bullsconnect@usf.edu. The MSC is not able to assist with re-registration or updating your officers on BullsConnect.



MSC Accountable Officer Forms

MSC Accountable Officers



Who are MSC Accountable Officers?

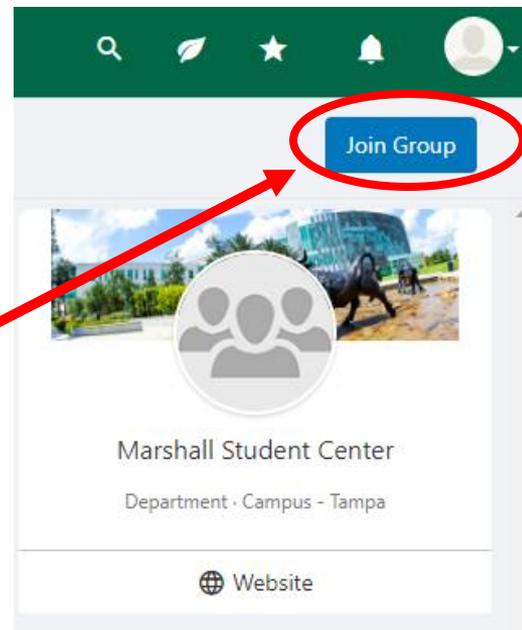
- MSC Accountable Officers are not the same as your Accountable Officers with CLCE or SBS.
- MSC Accountable Officers are the members of your Organization who will be responsible for making reservations at the MSC.
- MSC Accountable Officers are the **ONLY** members of your Organization that are able to discuss your event details with your MSC Event Planner.

Marshall Student Center Page on BullsConnect



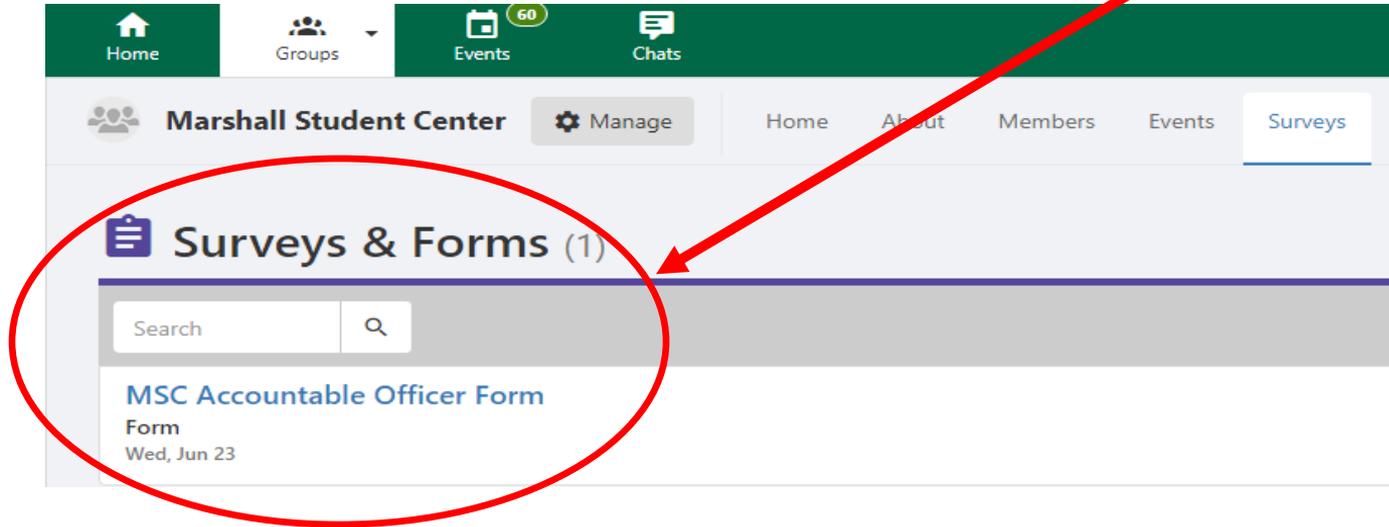
STEP 1 : Search for the Marshall Student Center on BullsConnect.

STEP 2 : Click here to join our group!



Completing the Accountable Officer Form:

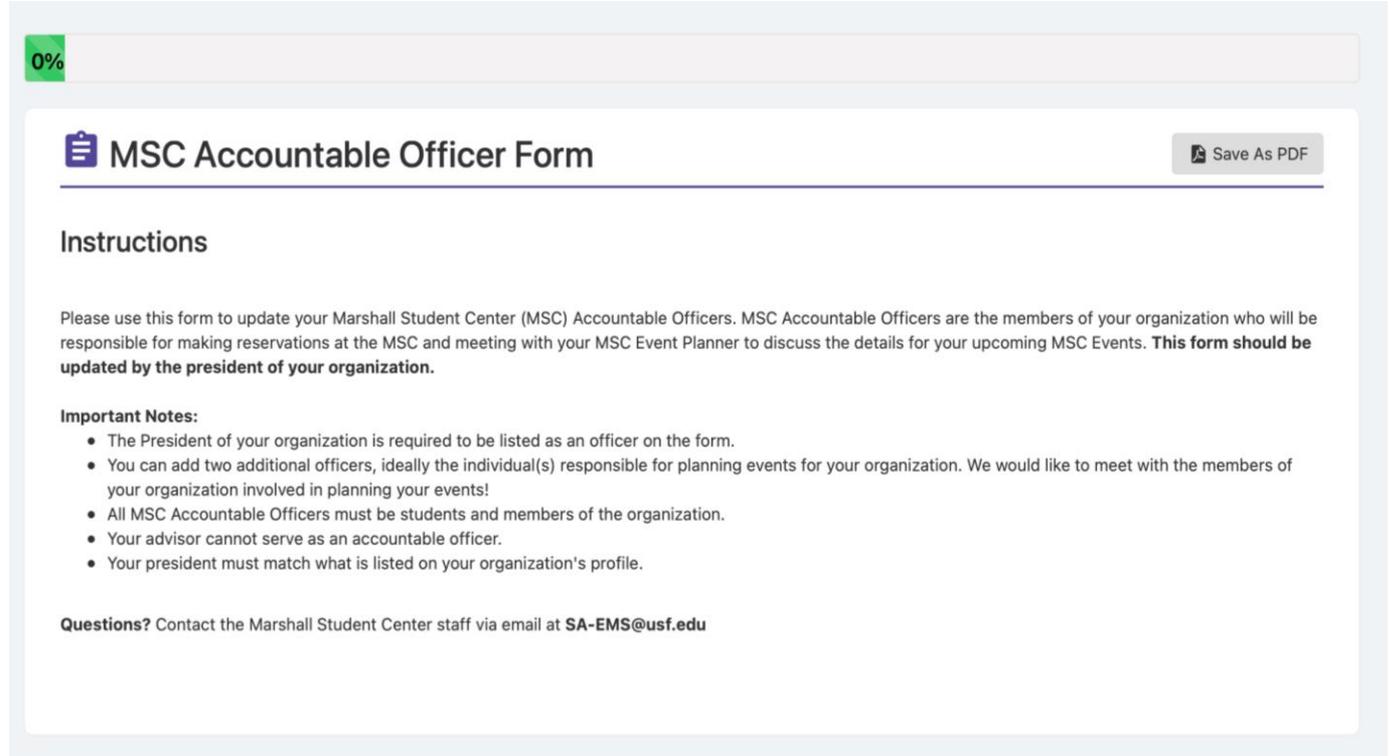
Access the MSC Accountable Officer form on [BullsConnect](#)



To update your MSC Accountable Officers, the Organization's President must complete the MSC Accountable Officer Form on BullsConnect.

Completing the MSC Accountable Officer Form:

Review the instructions listed on the 1st page of the MSC Accountable Officer Form.



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MSC Accountable Officer Form

Save As PDF

Instructions

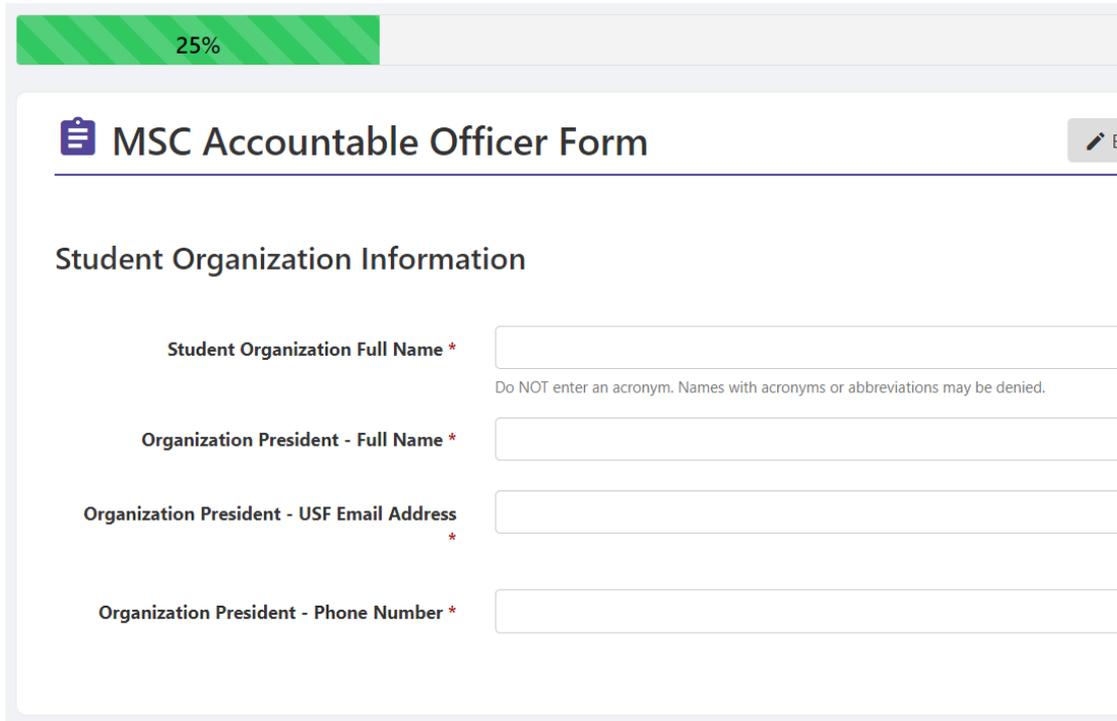
Please use this form to update your Marshall Student Center (MSC) Accountable Officers. MSC Accountable Officers are the members of your organization who will be responsible for making reservations at the MSC and meeting with your MSC Event Planner to discuss the details for your upcoming MSC Events. **This form should be updated by the president of your organization.**

Important Notes:

- The President of your organization is required to be listed as an officer on the form.
- You can add two additional officers, ideally the individual(s) responsible for planning events for your organization. We would like to meet with the members of your organization involved in planning your events!
- All MSC Accountable Officers must be students and members of the organization.
- Your advisor cannot serve as an accountable officer.
- Your president must match what is listed on your organization's profile.

Questions? Contact the Marshall Student Center staff via email at SA-EMS@usf.edu

Completing the MSC Accountable Officer Form:



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MSC Accountable Officer Form

Student Organization Information

Student Organization Full Name *

Do NOT enter an acronym. Names with acronyms or abbreviations may be denied.

Organization President - Full Name *

Organization President - USF Email Address *

Organization President - Phone Number *

*** **PLEASE NOTE** ***

This form **MUST** be completed by President of your Organization that is **currently listed** on your **BullsConnect** page.

If the President listed on the MSC Accountable Officer Form does not match the President currently listed on your BullsConnect page, your form will be denied.

Completing the MSC Accountable Officer Form:

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MSC Accountable Officer Form

Save As PDF

Additional Accountable Officers

| | |
|--|---|
| Accountable Officer #2 - Full Name * | <input type="text" value="Sarah Kelly"/> |
| Accountable Officer #2 - USF Email Address * | <input type="text" value="selarso2@usf.edu"/> |
| Accountable Officer #2 - Phone Number * | <input type="text" value="8132222222"/> |
| Accountable Officer #3 - Full Name * | <input type="text" value="Darci Burch"/> |
| Accountable Officer #3 - USF Email Address * | <input type="text" value="darciburch@usf.edu"/> |
| Accountable Officer #3 - Phone Number * | <input type="text" value="8133333333"/> |

- Please list two (2) other members of your organization to be designated as MSC Accountable Officers
- These members should be the members of your organization who are heavily involved with programming and planning meetings and/or events.
- Be sure to ONLY list **@usf.edu** USF email addresses!

Completing the MSC Accountable Officer Form:

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MSC Accountable Officer Form

Save As PDF

Policy Agreement

Please review the following statements and mark your agreement below.

POLICIES
Before reserving rooms, accountable officers are required to read and abide by all policies for room reservations set by Event and Meeting Services (EMS). [Click here](#) to read these policies. Additionally, please review the important highlights of these policies below. By clicking the agree box for each of these sections, you acknowledge that you have read the policy and agree to abide by it when making room reservations.

RESERVATION PROCEDURES:
Student Organizations must have this form updated and approved before reservations can be made. Reservations will only be accepted from those officers listed on the Accountable Officers form. Reservations are to be submitted online through the [Virtual EMS Website](#) and must be within the appropriate time frame. All reservations requests are handled on a first come first serve basis.

RESERVATION TIMELINE
During the acceptance period, processing constraints require:

- Ten (10) business days for any regular meeting requiring no review or special requirements.
- Three (3) weeks for all other events.

Extended time frames may be required for large or complex events. Contact EMS if you are unsure of how far in advance you need to book your event, however the earlier the better!

FAILURE TO CANCEL
Reservations must be canceled at least seventy-two (72) business hours prior to your reservation. Student Organizations that do not cancel prior to this time may be charged for rental space and support services. Continued offenses may result in loss of future reservation privileges.

RIGHT TO REASSIGN OR TERMINATE
The reservation and use of University property is a privilege, not a right. The MSC Administrative Staff reserves the right to reassign, deny or cancel reservation requests.

MEETING RESERVATIONS
Meeting reservations after 5pm are limited to ONE PER WEEK in the designated 1:45 hour time blocks which can be found [here](#). Meeting reservations that end prior to 5pm are not subject to that restriction.

- Be sure to review the ENTIRE Policy Agreement.
- There are important reservation guidelines, policies, and timelines that each MSC Accountable Officer must be aware of when making reservations in the Virtual EMS System.

Completing the MSC Accountable Officer Form:

Social events reserved after 5pm are limited to one every 14 days. Social events that end prior to 5pm are not subject to these restrictions.

BALLROOM AND OVAL THEATER

The Ballroom (MSC 2100) sections A, B, C, or combination and/or Oval Theater (MSC 2500) are available to each group once per semester limited to twice per calendar year, subject to availability. MSC Audio/Visual Technicians and/or Event Staff are required when using these spaces.

SPACE AVAILABILITY AND SETUP

Availability checks for space may be browsed on the [EMS online system](#). Information about room setups, sizes, and inclusions may be found on the [EMS Website](#).

EVENT REVIEWS

Reservations may be subject to review to ensure compliance with USF policies and to make sure that the safety of the USF community is considered. The event review meeting must take place two weeks prior to the event, or certain resources may not be available for the event. Some resources require more than two weeks advance notice. Some events may require additional review by USF Environmental Health and Safety. For details or additional information, please contact your event planner through the Event and Meeting Services main office at 813-974-5213.

All applicants for event reservations are responsible for providing all necessary information to ensure that the University can make appropriate and reasonable review of the feasibility of the event and ensure the safety of the university and guests.

CO-SPONSORSHIPS/FRONTING

EMS recognizes that events are sometimes co-sponsored by multiple organizations and entities; however, student organizations shall not use their privileges for access to MSC space and services inappropriately to "front" for a non-university group or commercial vendor in order to avoid or reduce expenses and/or provide access to campus for those entities. Student Organizations are not to reserve space for events, which they are not directly involved in, and present at. All instances of "fronting" for other student organizations, off-campus groups, or commercial vendors will result in an adjustment of all related fees to the non-university rate and may result in the loss of reservation privileges.

RESERVATION TIMES

Facilities are available for the specified event time. Clients are asked to request any needed setup or take down time as part of their reservation. A request from a client to enter a facility before the beginning of the reservation time, or remain in the facility after the reservation time, may be denied.

- I, on behalf of my organization, agree to the above policies

- Once you've filled out all required fields and read through the Policy Agreement, you must check that you agree to the above policies on behalf of your organization.
- Confirm that all details are correct and click the **SUBMIT** button on the bottom right!

Submitting an MSC Accountable Officer Form:

- After you've submitted your MSC Accountable Officer Form, it will be reviewed by the MSC Event and Meeting Services Team.
 - *Please note, this is not an automated process, and can take up to 72 business hours***
- If your form is approved, you will receive an email with the approval and a link to the Virtual EMS page where you can request your Web User ID.
- If your form is denied, you will be notified via email with an explanation of why it was denied. You will need to complete and submit a NEW FORM. Please read this email carefully to ensure you complete your new form correctly.

Tips for completing your MSC Accountable Officer Form

- As a reminder, this is not an automated process and it can take several days for our team to review your form, so be sure to submit this ahead of time!
- If the President listed on your MSC Accountable Officer Form does not match the President currently listed on BullsConnect, your form will be DENIED.
- List members of your organization that will be planning events!
- Be sure to only list [@usf.edu](#) USF Email Addresses!



Web User IDs

REQUESTING A WEB USER ID:

After your MSC Accountable Officer Form is approved, you will receive a confirmation email from the MSC Event and Meeting Services Team.

This email will contain a link (<http://ems-msc.forest.usf.edu/VirtualEms/>) which can be used to access the MSC Online Reservation system, Virtual EMS.

Subject

APPROVED - MSC ACCOUNTABLE OFFICER FORM

Hello,

Thank you for submitting your MSC Accountable Officer Form! We have updated our records for your organization.

Your officers are now eligible to request a Web User ID on the Event and Meeting Service website here: <http://ems-msc.forest.usf.edu/VirtualEms/>

Please note, this is not an automated process, and can take up to 72 business hours to process.

Thank you!



MSC Event Planning Team

Marshall Student Center

University of South Florida

Tampa campus

4202 E. Fowler Avenue, MSC 4100

Tampa, FL 33620

813-974-5213

SA-EMS@usf.edu

usf.edu/student-affairs-success

Requesting a Web User ID:

Meeting Services

[SITE HOME](#)

[MY HOME](#)

Sign In

IMPORTANT: You must provide your **Organization(s) or Department Name(s)** for which you are authorized to make requests for in the **Notes** section of this form.

Once you click "Save", you should see a confirmation message above stating "Your data was saved successfully, but your account is currently pending." which means your submission was received. Please allow 72 hours to process the request. You will receive an email notification once your ID is ready.

User Id *

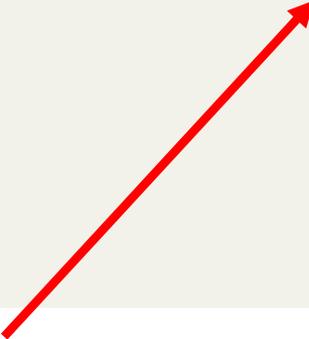
Password *

Sign In

 I've forgotten my password.

Welcome, Guest.

[Request An Account](#)



Click on "Request an Account" to begin creating your Web User ID.

Request An Account

To request an account, enter your info and click **Request An Account**.

Email & Password

Email Address *

Password *

Password Strength

Confirm Password *

Enter your password again.

About You

Name *

Phone 1 *

Phone 2

Time Zone *

Select a Time Zone



Additional Information

Student Org./Department Name *

Request An Account

- Once you click on “Request an Account” you will be taken to this page.
- Fill in the required fields!
- Be sure to list your Student Organization name as it shows on BullsConnect. No acronyms.
- You must use your @usf.edu email address!

REQUESTING A WEB USER ID:

Once you have submitted your Web User Request, please allow a minimum of 3 business days for our Event and Meeting Services Team to review the request.

This is NOT an Automated process and we greatly appreciate your patience!

Subject

APPROVED - MSC Web User ID

Congratulations!

Your Web User ID has been activated for your organization. Please log in at <http://ems-msc.forest.usf.edu/virtualems/> to submit your room requests. You can also find a walk-through on how to make a reservation [here](#).

Your Web User ID is the email address that you registered with.

If you have any questions, please let us know.

Thank you!

MSC Event Planning Team

Marshall Student Center

University of South Florida

4202 E. Fowler Avenue, MSC 4100

Tampa, FL 33620

813-974-5213

SA-EMS@usf.edu

usf.edu/student-affairs-success

Virtual EMS Homepage

This is the Homepage for our online reservation system, Virtual EMS, where you will log in to make reservations.



HOME



CREATE A RESERVATION



MY EVENTS

BROWSE



EVENTS



LOCATIONS

SITE HOME

MY HOME

Welcome to the MSC Event and Meeting Services: Virtual EMS!

MSC RESERVATION BOOK IS OPEN FOR THE SUMMER SEMESTER!

FOR MORE INFORMATION ABOUT THE BOOK OPENING VISIT OUR [WEBSITE!](#)

IMPORTANT!! Please follow the steps below before making a reservation:

Step 1: Review Event & Meeting Services Policies [here](#)

Step 2: Student Organizations must complete an MSC Accountable Officer Form on BullSync before requesting space. This form can be found on [BullsConnect](#).

Step 3: Request a Log-in ID > Select 'Request An Account' on the My Home page.

**Note: Once a request is made for a log-in id, it will take 72 hours to process the request. You will receive an email notification once your request has been processed.*

Step 4: Once you have been approved you can log in to Virtual EMS.

Step 5: Submit your request > Click on "Book Now" on the far right of the My Home page to make reservations.

If you need additional assistance, please email our Reservationist at sa-ems@usf.edu.

Event & Meeting Services

MSC 4100

(813) 974-5213 phone

(813) 974-4180 fax

sa-ems@usf.edu

Frequently Asked Questions

Is it required for student organizations to have 3 accountable officers?

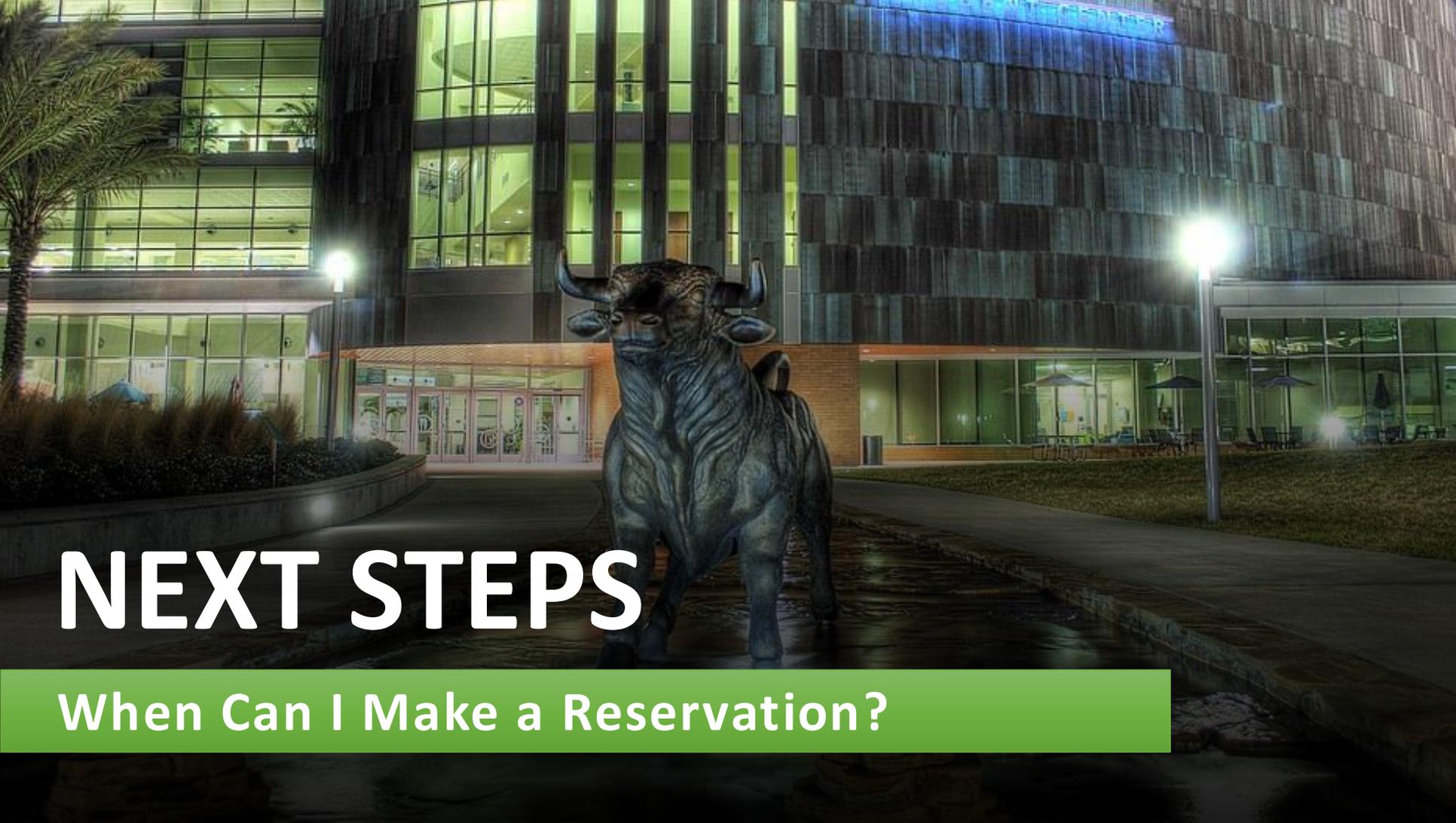
We strongly recommend that you provide 3 MSC Accountable Officers. This allows 3 members of your Organization to meet with your MSC Event Planner to discuss details.

If my Accountable Officer form is pending, can I still make reservations?

Unfortunately, you are not able to make reservations if your Accountable Officer Form or Web User Request are still pending.

Can I make reservations for other organizations?

*No, as a Web User, you are given access to make reservations for **ONE** organization. If you are a member of multiple organizations, you will need to pick which organization you would like to have access to make reservations for. Making reservations for other organizations could be considered fronting and may result in the loss of your organization's privilege to make reservations at the MSC.*

A large, dark bronze bull statue stands prominently in the foreground, facing left. The background features a modern building with a facade of dark, textured panels and large glass windows. The building's interior lights are visible through the windows, and a blue neon sign is visible at the top. The scene is illuminated by streetlights, creating a nighttime atmosphere.

NEXT STEPS

When Can I Make a Reservation?

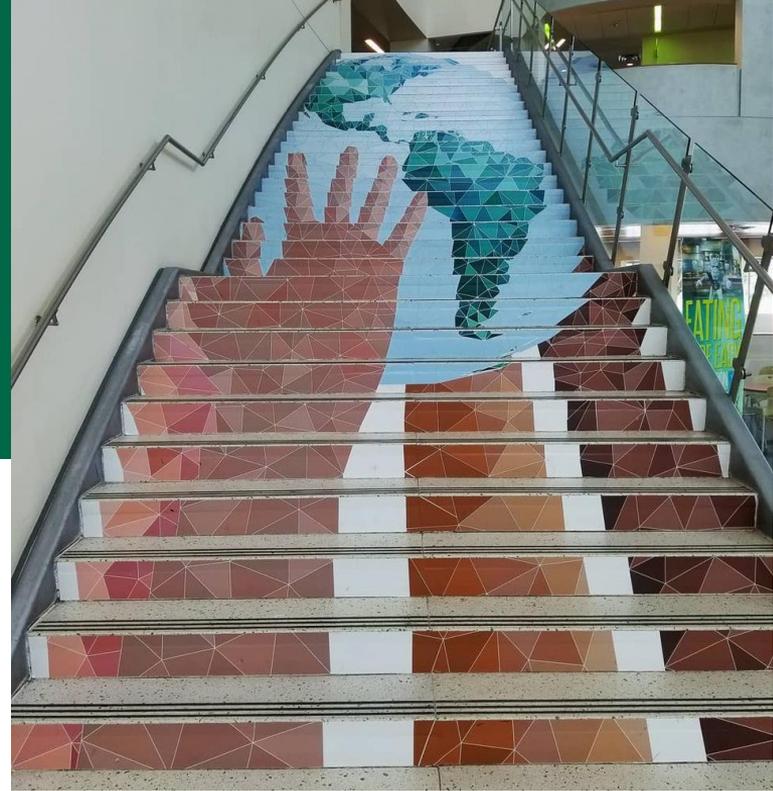
MSC Reservation Timeline

Important Dates to Remember:

Summer Reservations - open **10AM** on **March 1st**

Fall Reservations - open **10AM** on **June 1st**

Spring Reservations open **10AM** on **October 1st**



**Departments and Non-University reservations
open on the 15th*

THANK YOU FOR ATTENDING!!

If you have any questions, please email us at

SA-EMS@usf.edu

**Join our BullsConnect page to keep
up with the latest updates!**

<https://bullsconnect.usf.edu/groups>

**Event & Meeting Services
Website**

<https://www.usf.edu/student-affairs/msc/plan-and-market-events/>