Using WWU Reservations for the first time?
Follow these steps for making a reservation request.
http://www.wwu.edu/reservations

Log In
Click on My Account; Log in. Use your Universal Login and password. Off campus guests can create an account.

Request space
Click on My Account, Log in, click on Reservations, and select the General Room Request form or Exterior Space Request.

When and Where
Enter a single date or a recurrence. Select the building and the attendance and click Find Space. Your available rooms will be listed to the right. Click on the X to select a room that is available. Reservations made within 24 hours of date requested will not be accepted. Please call VU Reservations at x6131.

Details
Click on the details tab next to location. First time users will need to select a Customer name. Click on the blue looking glass to the right of customer. Enter a key word from your department or club and click the blue looking glass again. A list will appear; select your customer name and close the window. This will be in your customer dropdown box the next time your request space.

Select 1st contact (temporary contact) to enter your contact information. This information is for the reservations office and will not be viewed publically on Virtal EMS. Enter you WWU email address.

Event Description: This box is to enter event information that you would like the public to see on a campus calendar or to pass on specific notes to the reservations office.

Budget Code/ Expenditure Request: If you have this information, please enter it at the time of request.

View My Requests
Click on Reservations; View my Requests. You can check on the status of your request and request additional services or equipment anytime prior to your event.

Please contact Kate Stevenson at 650-4777 or VU Reservations at 650-6131 with any questions. Thanks!