1. Go to the EMS Web App Link
2. Click “Locations”
3. Select your desired date:
4. Click the Add/Remove Locations link
EMS Web App: Check Availability

5. Select the spaces you would like to view
   a. Select the “Views” tab
   b. Select the SECL – “Large Event Spaces (Major Venues)”, which includes the following rooms:
      i. Burruss Hall Auditorium (Burruss Hall)
      ii. Colonial Hall (Squires)
      iii. Commonwealth Ballroom (Squires)
      iv. Haymarket Theater
      v. GLC Auditorium (Graduate Life Center)
      vi. GLC Multipurpose Room (Graduate Life Center)
      vii. Old Dominion Ballroom (Squires Student Center)
   c. Select the “SECL – Meeting Rooms (Squires/Johnston)”, which includes the following rooms:
      i. Johnston:
         100, 102, 104, 304
      ii. Squires:
         Blue Ridge Conference Room (145), Brush Mountain A & B, Information Booth A, Information Booth B, Jamestown, Monterey Tec (232), Mountain Lake (147), 217, 219, 234, 236, 238, 300, 342, Shenandoah Conference Room (314), Williamsburg, Yorktown
   d. Click “Update Locations”
6. Use the vertical scroll bar to navigate to your desired room(s)

7. Use the horizontal scroll bar to navigate to your desired time(s)
EMS Web App: Check Availability

Please note the following:
1. A space is open/available if there is no solid, horizontal bar during your desired time.
2. **Public Space Reservations:**
   To book Public Space reservations (Outdoor space, as well as atriums, lobbies, and balconies in academic spaces) please fill out a Public Space Form and email it to publicspace@vt.edu.
3. **Rec Sports Facilities/Spaces:**
   Although you can see them, you will not be able to reserve spaces in Rec Sports facilities via the EMS Web App. These facilities include: McComas Hall, Outdoor Recreation Facilities, and War Memorial. To book spaces in Rec Sports facilities, please visit the following link: [http://www.recsports.vt.edu/visit/reservations.html](http://www.recsports.vt.edu/visit/reservations.html)
4. **Academic Classrooms:**
   For information on booking academic classroom space, please visit the following link: [https://registrar.vt.edu/questions/room-reservations/index.html](https://registrar.vt.edu/questions/room-reservations/index.html)