

One Stop Shopping

Function Room Reservation Service

The **One Stop Shopping** Function Room Reservation Service operates through the Facilities Knowledge Center (FKC), the same organization which receives and dispatches maintenance and housekeeping work requests to Facilities Management. The service, commonly identified as “Facilities Services”, is an outsourced, off-campus 24 / 7 operation staffed by FKC Customer Service Representatives.

The One Stop Shopping service is available only to current student, faculty and staff members of the Emerson College community.

HOW TO PLACE A RESERVATION

First - Know Which Room You Want

Review the *Rooms, Availability, Rental Rates, Setup Options, and Use* guidelines provided in this document to be sure you are requesting the appropriate function room.

Additional information can be found at http://www.emerson.edu/property_management

Then - CALL **From On Campus** - **Extension 8880**
 From Off Campus - **1-866-585-4520 (toll free)**

Provide the Customer Service Representative with all of the following information to ensure that your request is accurate and complete.

** - Required Information – Reservation requests lacking this information will not be accepted.*

1. **Your Name (Initiator):** _____ **Your Phone Number:** _____
2. **Contact Person Name:** _____ **Contact’s Phone Number:** _____
(If different from above)
3. *** Department or Organization Name:** _____ *** Account Number:** _____ - _____
4. **Room Requested:** _____
5. **Function – Day:** _____ **Function Date:** _____
6. **Function Start Time:** _____ **Function End Time:** _____
7. **Room Reservation Start Time:** _____ **Room Reservation End Time:** _____
(If different from above) *(If different from above)*
8. *** Title or Description of the Function:** _____
9. **Number of Persons Attending:** _____ *(This number cannot exceed the listed room and setup capacity.)*
10. **Type of Room Set-up Requested:** _____
10. **Catering: (yes / no)** **Type of Catering:** _____
11. **Audio/Visual – Media Services Required: (yes / no)**
Type of Media Services Required: _____