# How to Reserve Faculty Hub Space

This guide provides step-by-step instructions for using the University of Richmond's event management system (EMS) to reserve space in the Faculty Hub.

Note: The Faculty Hub also has space available that does not require reservations. All spaces in the Faculty Hub are available to faculty, instructional staff, and staff who support faculty in their teaching and scholarship. Learn more at facultyhub.richmond.edu/services/space.
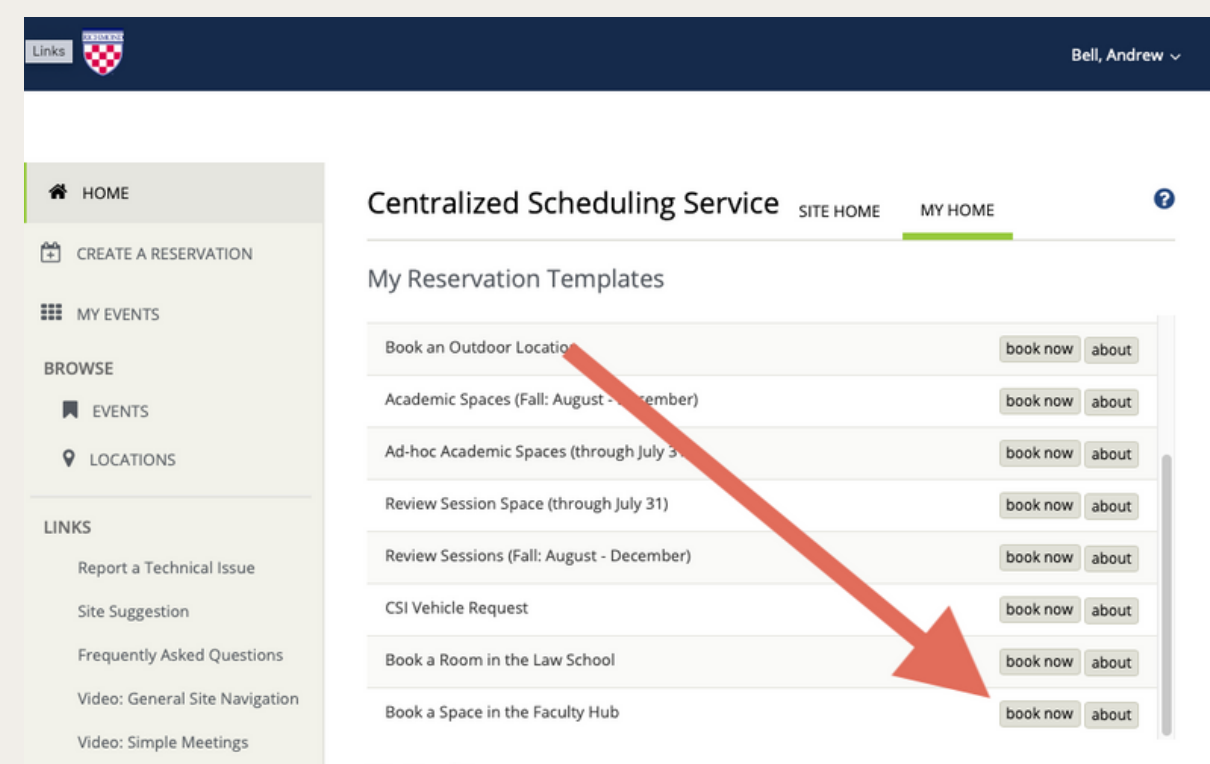
Step One
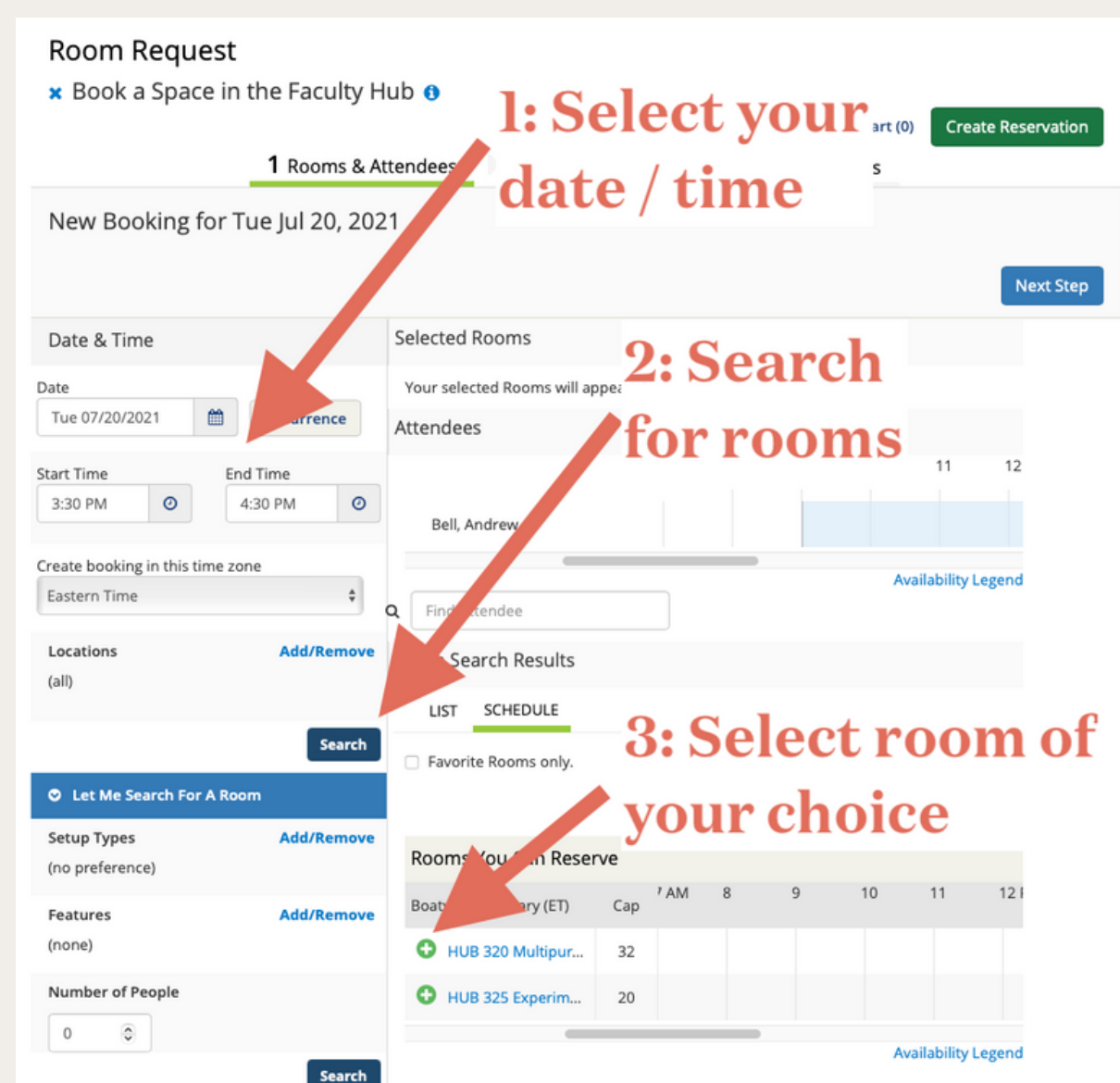
SIGN IN @ EMS.RICHMOND.EDU
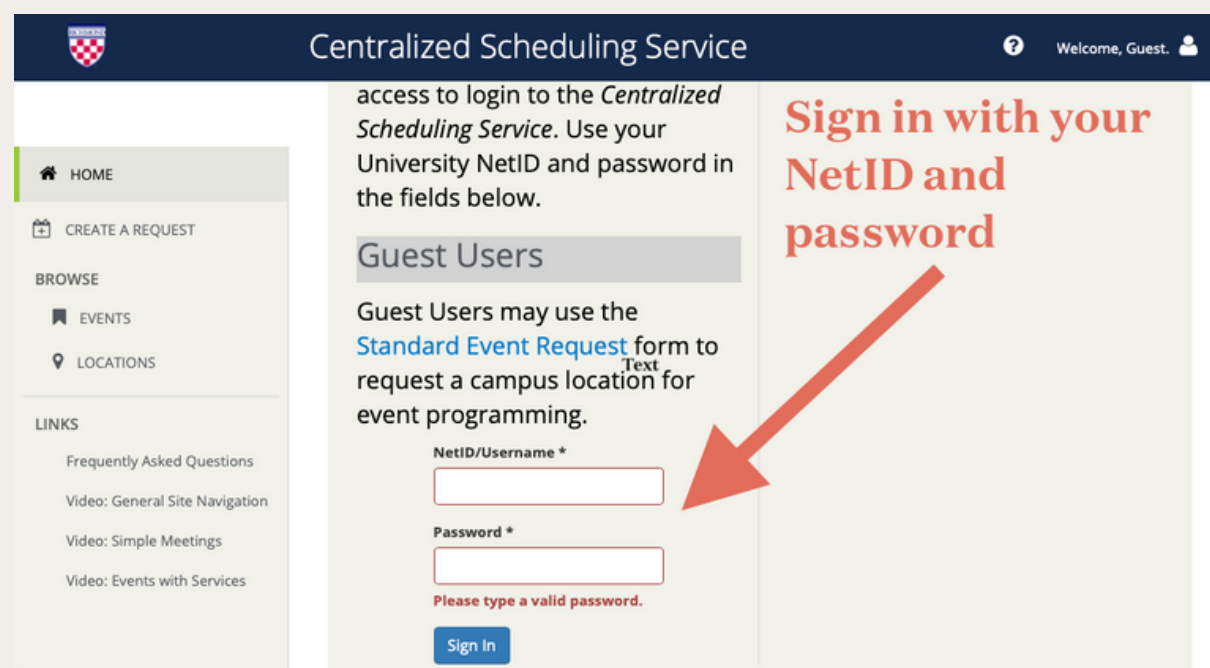
Step Two

Click **Book Now** on Faculty Hub Template (might need to scroll down)
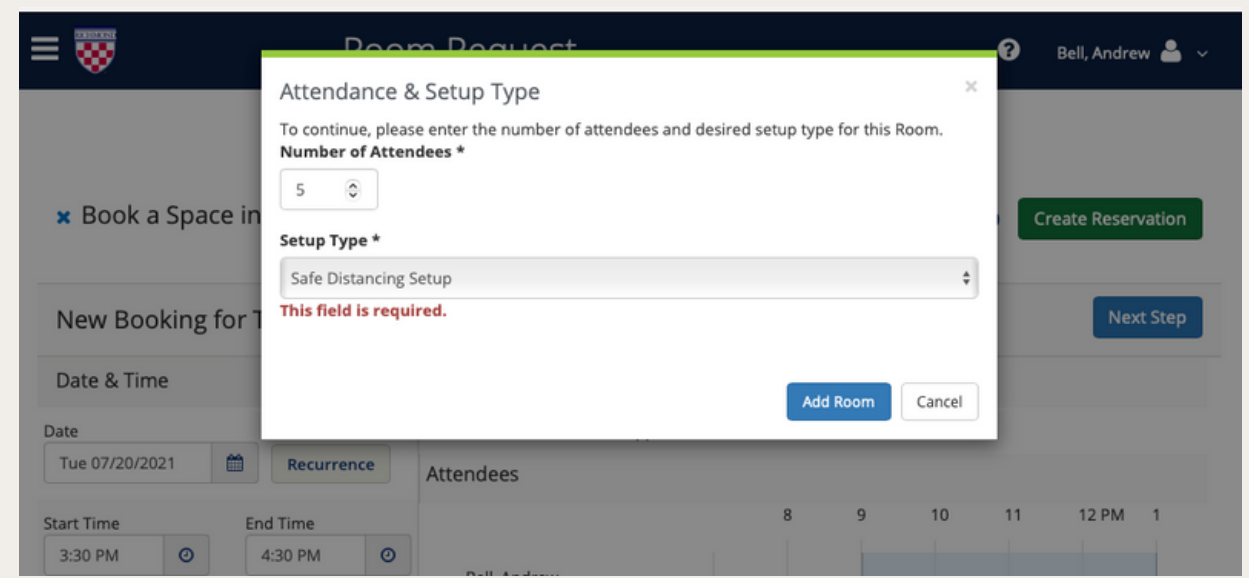

Step Three

Select your date/time, click **Search**, and select the green + next to a room

Step Four

Select Number of Attendees & Setup Type and Click **Add Room**

Optional: Add attendees if you wish to add the event to attendees Outlook calendars

Step Five

Click **Next Step**

Optional: Add additional services like Catering if you require them

Step Six

Name your Event, Select an Event Type, add a "1st Contact" for your event, Click **Create Reservation**

Optional: Add a Subject line and message for your Outlook event invitation if you selected attendees in Step Four.