Theatre & Dance Room Reservation Procedure

Reservation requests are made online at https://scheduler.gac.edu.

- Please make your requests 48 hours or more in advance, if possible.
- If you need to reserve a room TODAY, you may write your name in on the room cards posted on the board. This only applies to same-day reservations.
- Reservation needs within a 24 hour window are not available online. For next day requests, please contact Kristi Borowy, Theatre and Dance Administrative Assistant, at kborowy@gustavus.edu or x7353.

To Make An Online Request:
2. Click on My Account, Gustavus User Login.
   The FIRST TIME you enter the system, you will need to create an account.
   1) Click on My Account.
   2) Click Create an Account and complete the form. Use Gustavus email address: ________@gustavus.edu (not gac.edu).
   3) Use a password you can remember. It does not need to be your current system password. A message “Your account has been successfully saved” will appear. Close this message box by clicking the x in the corner.
3. After logging in, click on Reservations, Room Request.
4. In the left panel, enter Date (click Recurrence if needed), start/end Time, Facility (Fine Arts Music/Theatre), number in Attendance (does not need to be exact). Leave the other fields alone and click the blue Find Space button.
5. Click on the green + to the left of the space you would like to reserve. Click the yellow Continue button.
6. Enter an Event Name and Event Type (Rehearsal, Meeting, etc.)
7. Under Group, choose Theatre & Dance Department. There is no need to create individual groups for productions, etc.
   ***The FIRST TIME you use the system, you will need to attach your ID with a group. To do so, click on the magnifying glass next to the group name field. Type Theatre in the Group Name Starts With field and click on the magnifying glass. Select Theatre & Dance Department from the list of options by clicking on the green + to the left of the options. (You will not be able to scroll through the list and find it, you must use the search feature.) Click Done.
8. Under 1st Contact, select (temporary contact). Enter your Name, Phone, and Email. You may enter a 2nd Contact if you’d like.
9. Click the yellow Submit button. If you need to make changes to your reservation, you may do so here. Otherwise, wait for your confirmation email.

To View Room Availability:
After logging in with your User ID and Password, you may click Browse, Browse for Space to view room availability.

NOTE: Once your reservation is confirmed, an email notice will be sent to you. It is recommended that you wait until you have received confirmation for a space before you communicate place and time information to group members.