



Curris Center Space Requests Quick Start Guide

After you have received your username and password, log in at:

<https://explorecc.murraystate.edu/EmsWebApp/Default.aspx>

This link is also available from Murray State University's Curris Center page.

- 1.) Select "Create a Reservation" on the left side of the screen.
- 2.) Click "book now" on the right side of the screen.
- 3.) **Step 1- ROOMS.** On the left side of the screen, select the date and time. (Remember to request a space online, it must be 4 days in advance.)
- 4.) Enter the day and time you wish to reserve space. Also note the "Recurrence" tab if you wish to book more than one date.
- 5.) Select the space using "Let me search for a Room" or "I know what Room I want."
- 6.) If you select "Let me search for a Room" the set up type and an approximate number of attendees is required in order to help you select the most suitable room.
- 7.) After selecting "Search" a list of possible choices will appear. Please keep in mind that "Concourse Bookstore" and "Concourse T-Room" are for Info tables or Sales tables on the 2nd floor. "Guest Rooms" are lodging rooms for overnight guests of the university or student organization. Guest rooms must have a start time of 2 pm and an end time of 11 a.m.*
- 8.) Click on the + at the left of the list of rooms to select the room you want.
- 9.) **Step 2 - SERVICES.** Please indicate any special set up required and if you need A/V equipment. Remember the more information you give us, the better we are able to serve you!
- 10.) **Step 3 – RESERVATION DETAILS.** Those indicated with an * are required.
- 11.) Click the green "Create Reservation" tab in the lower right hand corner of the screen.
- 12.) NOTE that all reservations are "tentative" until you receive a Web Confirmation.
- 13.) When entering reservations online, ALWAYS look over the Curris Center General Policies and the Guest Room policies (if reserving a guest room). ***You will be responsible for your organization/department adhering to these policies. No shows and rooms cancelled less than 48 hours in advance will charged.***

***GUEST ROOMS** are similar to hotel accommodations and are available for guests of the university. Please note that when making a guest room reservation start time MUST be 2 pm. (This is the standard check in time.) End time MUST be 11 am. (This is the required check out time.) If consecutive days are selected, the "start" and "end" time will be the same for each day.

INFORMATION/SALES TABLES: To book a sales or information table, please select a space available on either the Bookstore or T-Room Concourse. If you are making sales, please note that there MAY be a charge associated with the space.

BALLROOMS: Because of the details required for Ballroom set ups, reservations are not taken online. For all ballroom dates, please call Debbie at 6985 or email msu.curriscenter@murraystate.edu

Cancellations MUST be made by calling the Curris Center office at 6985 no later than 48 hours before the start of your event in order to avoid a no show/ insufficient notice charge.

Special Dates: If you are looking for a space to hold an event during a special weekend (Great Beginnings, Family Weekend, Homecoming, etc.) and space does not appear available, please call the Curris Center office at 270-809-6985. We will try to help!