

Room Request-Student (Virtual EMS)

Description

You are now able to book a room from the convenience of your personal computer or smartphone with access to the [Virtual Event Management System \(V-EMS\)](#).

[Book a Practice, Rehearsal, or Recording space using V-EMS](#)

[Logging in Instructions \(Virtual EMS\)](#)

Eastman Practice Room Breakdowns

- [Non-Reservable Practice Rooms \(First Come/ First Served\)](#)
- [Piano Practice Rooms: Reservable in V-EMS](#)
- [Piano Practice Rooms: Non-Reservable in V-EMS \(first come, first served\)](#)
- [Student Rehearsal Rooms: Reservable in V-EMS](#)
- [TA STUDIOS: Must be reserved through the Registrar's Office](#)

[Non-Reservable Practice Rooms \(First Come/ First Served\)](#)

Non-Reservable Spaces (first come, first served)

A326

A327

A328

A329

A330

A331

A332

A333

A334

Piano Practice Rooms: Reservable in V-EMS

ESM Piano Practice Rooms: Reservations

A001

A005

A006

A007

A009

A010

A011

A016

A017

A018

A019

A020

A022

A217

A417

A604

A614

Piano Practice Rooms: Non-Reservable in V-EMS (first come, first served)

ESM Piano Practice Rooms: Non-reservable

A003

A014

A015

A023

A317

A611

Student Rehearsal Rooms: Reservable in V-EMS

ESM Student Rehearsal Reservation

A004

A021

A221

A322

A323
A324
A411
A412
A413
A414
A415
A416
A419
A420
A421
A422
A423
A426
A428
A429
A430
A431
A432
A433
A434
A435
A513
A514
A515
A516
A517
A519
A521
A522
A524
A527
A528
A529
A704
A707
A708
A709
A710
A902

ESM 209
ESM 305
ESM 320
ESM 404
ESM 514
ET 404
ET 410
ET 412
ET 603
OSL 101
OSL 204

TA STUDIOS: Must be reserved through the Registrar's Office

ESM TA STUDIOS (only bookable by our office for TAs)

A204
A205
A207
A208
A214
A215
A216
A218
A335

When using the V-EMS system to log in please use your

- **STUDENT E-MAIL** for the USERNAME and your
- **STUDENT ID** number for your PASSWORD (*NOT YOUR NET ID*)**

Please remember to fill in your name for security purposes (see picture below)

When making a reservation in the “Event Name field” **YOU MUST ENTER YOUR FIRST AND LAST NAME**, improperly doing so may result in SECURITY not allowing you to use the space.

ESM Practice Room Policies

- The Registrar's Office does not provide set up of chairs or stands for rehearsals. Student ensembles should plan to provide their own folding stands.
- Room availability is extremely limited during certain times of the day and certain weeks of the year. Please be aware that there may not be any space available at your preferred time.
- Requests for the Eastman Theatre, Kilbourn Hall, Hatch Recital Hall, Ray Wright Room, Howard Hanson Hall, Ranlet Lounge, and Ciminelli Lounge should be made via the Concert Office.
- Note that if your event requires technical support, such as laptop & projector or recording equipment, you must arrange this separately with ESM Technology and Media Production.
- Students may schedule a practice/rehearsal room using V-EMS, no more than one week in advance. This includes requests for non-degree recitals in these spaces.
- Piano students can book a maximum of two, 3-hour blocks per day.
- All other students can book a maximum of two, 2-hour blocks per day.
- This restriction does not apply to teaching assistants requesting space for instructional use, or to faculty and staff.

[Non-Instructional Classroom or Meeting Room Request Link](#)

Date

2024/11/21