

General Guidelines for Using E-Reservation System



This service is only available for the Student Center, Mitten Hall, Bell Tower and Liacouras Walk.

First Time User:

1. Must be a registered organization with the Office of Student Activities, or verifiable department.
2. Requester must be one of the signing officers for the registered student organization or current employee of Temple University.
3. Must request log in account on line. (72 hour processing time required).
4. Will receive username and password via email.
5. Accounts will be deleted every academic year and it will be necessary to request a new account during the Fall semester.

Once Log-In Account has been created:

1. Use account log-in information received in email to request space.
2. There is no guaranteed confirmation. Submission of request does not imply confirmation of space.
3. Allow 3-5 business days for processing of request.
4. You will need to log in to your account in order to view the progress on your request.
5. Confirmations will be given via email (if provided), as well as by logging into account.
6. All Rules and regulations concerning reserving of space (found in Student Resource Manual) still apply.

Please visit the e-Reservation system website to view a list of Frequently Asked Questions
<http://sac.temple.edu/vemspro/>