

Scheduling tips for the online request system

Scheduling & Events Operations, located on the main level of Surbeck Center, works with students, staff, faculty, and the community to ensure optimum use of Surbeck Center and other general use spaces of the university. Scheduling coordinates the use of university facilities and associated personnel, services, and equipment to support academic, student, community, and professional activities on campus. All scheduling of campus resources for meetings and events begins and ends with Scheduling & Event Operations.

When all information has been provided and the request has been successfully submitted, electronic confirmation will be emailed to the contact person reserving the space. All facilities, services, equipment and estimated charges will be reflected in the event contract. All customers need to review this confirmation to ensure its accuracy. If any additions or corrections to a reservation are required, please notify us immediately. All changes to your reservation must be provided to Scheduling & Event Operations at least forty-eight hours prior to the day of the event to avoid any potential penalties.

Please note that your request is not confirmed until you receive confirmation from the Scheduling & Event Operations staff. If you have not received confirmation, contact Scheduling & Event Operations to follow-up on your request's status.

The Scheduling & Event Operations staff must optimize the needs of all parties; this may involve reassignment of your event after confirmation. In the event this does need to happen, Scheduling & Event Operations will work with you to ensure your event happens with minimal disruption.

Useful Links:

[Scheduling and Event Operations](#)

[Scheduling System-Click Here](#)



HOW TO SCHEDULE A ROOM:

Log In and select the date & building where you would like your event to take place:

SDSMT
January 2, 2026

January 2026
January 2, 2026

<< < Today > >>

Wk	Sun	Mon	Tue	Wed	Thu	Fri	Sat
01			1	2	3		
02	4	5	6	7	8	9	10
03	11	12	13	14	15	16	17
04	18	19	20	21	22	23	24
05	25	26	27	28	29	30	31

- Week -

Previous Sun 28 Mon 29 Tue 30 Wed 31 Thu 01 Fri 02 Sat 03 Next

SDSMT
- CBEC BUILDING
- CIVIL/MECHANICAL BLDG.
- CLASSROOM BLDG.
- EEP BLDG.
- FACILITIES SERVICES
- GROUNDS
- KING CENTER
- MCLAURY BLDG
- MUSIC CENTER
- NON-CAMPUS LOCATION
- NUCOR MINERAL INDUSTRIES
- OHARRA BUILDING
- OTHER
- PALEO
- PARKING
- PEARSON ALUMNI/CONFERENCE CENTER
- STADIUM
- SURBECK CENTER

Log in to Reserve a Room

Schedule January 2, 2026
Dec 28-Jan 3
2026
Week 02



You may also select the room to narrow down the selection:

January 2026							
January 2, 2026							
<<	<	Today	>	>>		>	
Wk	Sun	Mon	Tue	Wed	Thu	Sat	
01			1	2	3		
02	4	5	6	7	8	9	10
03	11	12	13	14	15	16	17
04	18	19	20	21	22	23	24
05	25	26	27	28	29	30	31

SDSMT
- CBEC BUILDING
- CIVIL/MECHANICAL BLDG.
- CLASSROOM BLDG.
- DAKOTA BUILDING
- DEVEREAUX LIBRARY
- EEP BLDG.
- FACILITIES SERVICES
- GROUNDS
- KING CENTER
- MARKETING
+ MCLAURY BLDG
MCLAURY 1 Maintenance
MCLAURY 105
MCLAURY 202 - WISE Office
MCLAURY 205
MCLAURY 206E
MCLAURY 207
MCLAURY 208
MCLAURY 209*
MCLAURY 303*
MCLAURY 305
MCLAURY 306
MCLAURY Entrances
MCLAURY HALL 199
MCLAURY HALL 299
MCLAURY HALL 399

MCLAURY BLDG.

Day - Week -

Previous

	Sun 28	Mon 29	Tue 30	Wed 31	Thu 01	Fri 02	Sat 03
MCLAURY 1 Maintenance	+	+	+	+	+	+	+
MCLAURY 105 (40)	+	+	+	+	+	+	+
MCLAURY 202 - WISE Office	+	+	+	+	+	+	+
MCLAURY 205 (27)	+	+	+	+	+	+	+
MCLAURY 206E (12)	+	+	+	+	+	+	+
MCLAURY 207 (40)	+	+	+	+	+	+	+
MCLAURY 208 (40)	+	+	+	+	+	+	+
MCLAURY 209*	+	+	+	+	+	+	+
MCLAURY 303* (20)	+	+	+	+	+	+	+
MCLAURY 305 (48)	+	+	+	+	+	+	+
MCLAURY 306 (48)	+	+	+	+	+	+	+
MCLAURY Entrances	+	+	+	+	+	+	+
MCLAURY HALL 199 (1)	+	+	+	+	+	+	+
MCLAURY HALL 299 (1)	+	+	+	+	+	+	+
MCLAURY HALL 399 (1)	+	+	+	+	+	+	+

Next

Calendar ▾

Schedule January 2, 2026
Dec 28-Jan 3
2026
Week 02

Once you have determined which date, building and room you would like – click on the + in the top right hand corner of the room you wish to use:

Reservation Information	Date / Time	Contact Information	Dining / Speaker
Reservation Title <input type="text"/>	Date <input type="text"/> (mm/dd/yy)	First Name: <input type="text"/> Last Name: <input type="text"/>	Dining Services Needed: <input type="radio"/> Sodexo Catering Needed <input type="radio"/> Food Waiver Needed <input type="radio"/> No Food or Beverage Will Be Served
# of Attendees: <input type="text"/>	Start: <input type="text"/> 00 <input type="text"/> 00	End: <input type="text"/> 00 <input type="text"/> 00	Email: <input type="text"/>
Will the attendees include: External <input type="radio"/> Yes <input type="radio"/> No Minors <input type="radio"/> Yes <input type="radio"/> No	Setup: <input type="text"/> 00 <input type="text"/> 00	Cleanup: <input type="text"/> 00 <input type="text"/> 00	Phone: <input type="text"/>
Repeat: No	Resource: Add Resource	Facilities Setup	Speaker: <input type="radio"/> Yes <input type="radio"/> No
Reservation Type: <input type="text"/>	Additional Documents		Notes (private): <input type="text"/>
Setup Info: <input type="text"/>	Choose File: <input type="text"/> No file chosen	Upload: <input type="button"/>	Organization Name: <input type="text"/>
<input type="checkbox"/> Open Walls			Organization Website: <input type="text"/>
Created By: <input type="text"/>			Speaker Name: <input type="text"/>
Email: <input type="text"/>			Speaker Title: <input type="text"/>
Phone: <input type="text"/>			Speaker Topic: <input type="text"/>
Speaker Amount Paid: <input type="text"/>			
Speaker Funding Source: <input type="text"/>			

Reservation History

Date/Time	Action	Performed By	Email	Phone
<input type="text"/>				

Save Submit Close



If you need more than 1 resource – click the link to add resources and select the additional resource from the drop down list. You may enter multiple rooms if needed.

Reservation Information	Date / Time	Contact Information Search	Dining / Speaker
Reservation Title <input type="text"/>	Date: <input type="text"/> (mm/dd/yy)	First Name: <input type="text"/> Last Name: <input type="text"/>	Dining Services Needed: <input type="radio"/> Sodexo Catering Needed <input type="radio"/> Food Waiver Needed <input type="radio"/> No Food or Beverage Will Be Served
# of Attendees: <input type="text"/>	Start: <input type="text"/> 00 <input type="text"/> 00 <input type="text"/> 00 <input type="text"/> 00	Email: <input type="text"/>	Speaker: <input type="radio"/> Yes <input type="radio"/> No
Will the attendees include: External <input type="radio"/> Yes <input type="radio"/> No Minors <input type="radio"/> Yes <input type="radio"/> No	Setup <input type="text"/> 00 <input type="text"/> 00 <input type="text"/> 00 <input type="text"/> 00	Cleanup <input type="text"/> 00 <input type="text"/> 00 <input type="text"/> 00 <input type="text"/> 00	Phone: <input type="text"/>
Reservation Type: <input type="text"/>	Repeat: <input type="radio"/> No		
Setup Info: <input type="text"/>	Resource Add Resource	Facilities Setup	
<input type="checkbox"/> Open Walls	MCLAURY 305	<input type="button" value=""/>	<input type="button" value=""/>
Created By: <input type="text"/>	<input type="text"/>		
Email: <input type="text"/>	Additional Documents		
Phone: <input type="text"/>	Choose File <input type="text"/> No file chosen	<input type="button" value="Upload"/>	<input type="text"/>
Reservation History			
Date/Time Action Performed By Email Phone			
<input type="button" value="Save"/> <input type="button" value="Submit"/> <input type="button" value="Close"/>			

Enter requested information:

- Reservation Information
 - Title – how your reservation will appear on the Scheduler
 - # of Attendees – number of people attending the event
 - If external guests or minor will be attendance
 - Setup Info – any additional information needed for your event
- Date/Time – date and time of the event
 - Start – actual start time of event
 - End – actual end time of event
 - Setup – if your event requires time for you to prepare. This will be the time your reservation will begin
 - Cleanup – if your event requires time after it is over. This will be the time your reservation ends.



- Repeat – if you would like to reserve multiple dates for the same event, select repeat. Select the occurrence that applies to your event. For example, if your event meets each Monday until the end of term – select weekly, enter the last day of the meeting, enter every 1 week and check Monday:

Reservation Information

Reservation Title:

of Attendees:

Will the attendees include:
External Yes No
Minors Yes No

Reservation Type:

Setup Info:

Open Walls

Created By: Susan Schwartz

Email: Susan.Schwartz@sdsmt.edu

Phone:

Date / Time

Date: 12/29/2025 (mm/dd/yy)

Start: 00 00

End: 00 00

Setup: 00 00

Cleanup: 00 00

Repeat: No **Weekly**

Contact Information

First Name:

Last Name:

Email:

Phone:

Dining / Speaker

Dining Services Needed:
 Sodexo Catering Needed
 Food Waiver Needed
 No Food or Beverage Will Be Served

Speaker: Yes No

Notes (private):

Resource: Add Resource

Facilities Setup

Resource: MCLAURY 305

Additional Documents

Choose File: No file chosen

Organization Name:

Organization Website:

Speaker Name:

Speaker Title:

Speaker Topic:

Speaker Amount Paid: \$0.00

Speaker Funding Source:

Reservation History

Date/Time Action Performed By Email Phone

No
 Daily
 Weekly
 Monthly
 Ad Hoc

Until 05/01/26 (mm/dd/yy)

Recurring:

Every 1 week(s)

Sunday
 Monday
 Tuesday
 Wednesday
 Thursday
 Friday
 Saturday

- NOTE - If your repeating event ends up with multiple conflicts, try another room, or contact [Scheduling & Event Operations](#) for help.
- Contact Information
 - First & Last Name
 - Email
 - Phone number

- Dining
 - Dining Services Needed – will you be requesting Sodexo Catering; will you be requesting a Food Waiver; or will no food or beverage be served
- On Campus Catering is available through Sodexo Dining Services. Please check out the per diem menu for quick menu options that are already set within state per diem parameters or the full catering website is available here: [Campus Catering](#). Please email the dining office to get custom menu ideas that fit your event and budget needs from our [Executive Chef William Ah Puck](#) and catering manager [Sue Kanta](#). To ensure catering availability and to avoid late service fees, please place all catering orders at least two weeks in advance, with the guest count provided no later than one week prior to the event. The final guest count must be submitted no later than 72 hours before the event. For small catering requests (such as cookies, chips, dessert bars, etc.), orders may be accepted a minimum of 72 hours in advance.
- **If an event chooses to complete a food waiver request instead of utilizing Sodexo Dining Services, the event organizers assume the responsibility of set up and clean-up of all food and beverage services, including all garbage. All trash must be removed from the meeting space following the event and tables must be wiped down. Failure to remove trash/food will result in additional cleaning fees at a minimum of \$25. Event organizers must also remember that plates, silverware, napkins, linens, condiments, etc. are not included in meeting room reservations. If arrangements for those services are not made with the selected catering provider, Surbeck Center & Sodexo cannot supply them if arrangements were not made in advance. Any catering involving outside serving staff must be discussed with the Scheduling & Event Operations office and approved prior to approval.**

Reservation Information	Date / Time	Contact Information
Reservation Title: <input type="text"/>	Date: <input type="text" value="12/29/2025"/> (mm/dd/yy) Start: <input type="text"/> End: <input type="text"/> 00:00	Search <input type="button" value="Search"/> First Name: <input type="text"/> Last Name: <input type="text"/>
# of Attendees: <input type="text"/>	Email: <input type="text"/>	Dining / Speaker
Will the attendees include: External <input type="radio"/> Yes <input type="radio"/> No Minors <input type="radio"/> Yes <input type="radio"/> No	Setup: <input type="text"/> Cleanup: <input type="text"/> 00:00 Phone: <input type="text"/>	Dining Services Needed: <input type="radio"/> Sodexo Catering Needed <input type="radio"/> Food Waiver Needed <input type="radio"/> No Food or Beverage Will Be Served
Reservation Type: <input type="text"/>	Resource Add Resource	Facilities Setup
Setup Info: <input type="text"/>	MCLAURY 305	Organization Name: <input type="text"/>
Additional Documents <input type="button" value="Choose File"/> <input type="text" value="No file chosen"/> <input type="button" value="Upload"/>		Organization Website: <input type="text"/>
<input type="checkbox"/> Open Walls Created By: <input type="text" value="Susan Schwartz"/> Email: <input type="text" value="Susan.Schwartz@sdsmt.edu"/> Phone: <input type="text"/>		Speaker Name: <input type="text"/>
Reservation History Date/Time Action Performed By Email Phone		Speaker Title: <input type="text"/> Speaker Topic: <input type="text"/> Speaker Amount Paid: <input type="text" value="\$0.00"/> Speaker Funding Source: <input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Submit"/> <input type="button" value="Close"/>		

- Speaker
 - Speaker – will an outside person or group be speaking at your event, yes or no
 - If yes, please complete the information below

Speaker: Yes No

Notes (private):

Organization Name:

Organization Website:

Speaker Name:

Speaker Title:

Speaker Topic:

Speaker Amount Paid:

Speaker Funding Source:

Click save when all fields are complete.

Reservation History

Date/Time Action Performed By Email Phone

Once your request is approved, you will receive a confirmation email. Please keep for your records in case any questions arise.