

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 protentional 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

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

- O'HARRA 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

- Week -

Previous

Sun 28

Mon 29

Tue 30

Wed 31

Thu 01

Fri 02

Sat 03

Next

sdsmt.edu • 605.394.6774

501 E. Saint Joseph St Rapid City, SD 57701-3995



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

SDSMT
January 2, 2026

January 2026

January 2, 2026

<<	<	Today	>	>>			
Wh	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

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	Next
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)	+	+	+	+	+	+	+	

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

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:

Reservation History

Date/Time

Action

Performed By

Email

Phone

Save

Submit

Close

Date / Time

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

Start:

End:

Setup:

Cleanup:

Repeat: No

Resource: [Add Resource](#)

MCLAURY 305

Additional Documents

Choose File

No file chosen

Upload

Contact Information [Search](#)

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):

Organization Name:

Organization Website:

Speaker Name:

Speaker Title:

Speaker Topic:

Speaker Amount Paid:
\$0.00

Speaker Funding Source:

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" value="12/29/2025"/> (mm/dd/yy)		First Name: <input type="text"/>		Last Name: <input type="text"/>	
# of Attendees: <input type="text"/>		Start: <input type="text"/> :00 End: <input type="text"/> :00		Email: <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	
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 Cleanup: <input type="text"/> :00		Phone: <input type="text"/>		Speaker: <input type="radio"/> Yes <input type="radio"/> No	
Reservation Type: <input type="text"/>		Repeat: No				Notes (private): <div style="border: 1px solid black; height: 40px;"></div>	
Setup Info: <div style="border: 1px solid black; height: 40px;"></div>		Resource Add Resource		Facilities Setup		Organization Name: <input type="text"/>	
		<input type="text" value="MCLAURY 305"/>		<input type="text"/>		Organization Website: <input type="text"/>	
		<input type="text"/>		<input type="text"/>		Speaker Name: <input type="text"/>	
<input type="checkbox"/> Open Walls		Additional Documents				Speaker Title: <input type="text"/>	
Created By: <input type="text" value="Susan Schwartz"/>		<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>				Speaker Topic: <input type="text"/>	
Email: <input type="text" value="Susan.Schwartz@sdsmt.edu"/>						Speaker Amount Paid: <input type="text" value="\$ 0.00"/>	
Phone: <input type="text"/>						Speaker Funding Source: <input type="text"/>	

Reservation History

Date/Time Action Performed By Email Phone

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:
Email:
Phone:
Reservation History
Date/Time Action Performed By Email Phone

Date / Time
Date: (mm/dd/yy)
Start: End:
Setup: Cleanup:

Resource:
MCLAURY 305
Additional Documents
 No file chosen

Contact Information [Search](#)
First Name: Last Name:
Email:
Phone:

Dining / Speaker
Dining Services Needed:
☐ Sodexo Catering Needed
☐ Food Walver Needed
☐ No Food or Beverage Will Be Served
Speaker: ☐ Yes ☐ No
Notes (private):
Organization Name:
Organization Website:
Speaker Name:
Speaker Title:
Speaker Topic:
Speaker Amount Paid:
Speaker Funding Source:

- ☐ No
- ☐ Daily
- ☒ Weekly
- ☐ Monthly
- ☐ Ad Hoc

Until (mm/dd/yy)

Recurring:

Every 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 Reservation Title: <input type="text"/> # of Attendees: <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 Reservation Type: <input type="text"/> Setup Info: <input type="text"/> <input type="checkbox"/> Open Walls Created By: <input type="text"/> Email: <input type="text"/> Phone: <input type="text"/>	Date / Time Date: <input type="text"/> (mm/dd/yyyy) Start: <input type="text"/> End: <input type="text"/> Setup: <input type="text"/> Cleanup: <input type="text"/> <input type="checkbox"/> Repeat: No Resource: <input type="text"/> Add Resource Facilities Setup: <input type="text"/> Additional Documents <input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>	Contact Information Search First Name: <input type="text"/> Last Name: <input type="text"/> Email: <input type="text"/> Phone: <input type="text"/>	Dining / Speaker 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 Speaker: <input type="radio"/> Yes <input type="radio"/> No Notes (private): <input type="text"/> Organization Name: <input type="text"/> Organization Website: <input type="text"/> Speaker Name: <input type="text"/> Speaker Title: <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="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:

\$ 0.00

Speaker Funding Source:

Click save when all fields are complete.

Reservation History

Date/Time	Action	Performed By	Email	Phone
-----------	--------	--------------	-------	-------

Save

Submit

Close

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