

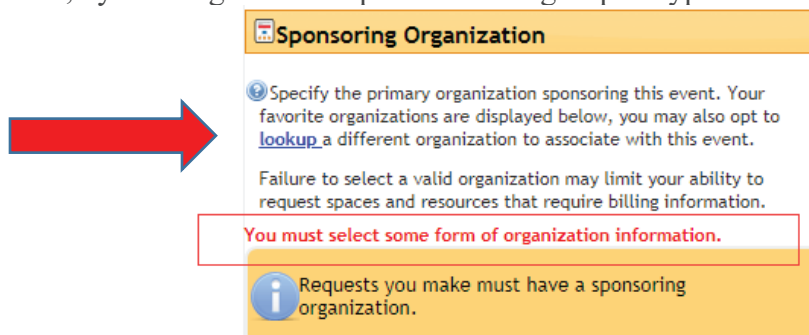
## Reserving SMAST Conference Rooms

All SMAST conference and classroom reservations should be made using the UMassD Room Reservation System - ReservIT (<https://www.umassd.edu/reservit/>). ReservIt is your one-stop shop for event planning and management. ReservIt enables you to request spaces and services for your day-to-day meetings and/your complex meetings and once that is done, you can track its approval process and charges.

**Important:** Access to reserve rooms requires UMassD Logon credentials. External users without UMassD Logon credentials should contact Sydney Carreiro ([scarreiro1@umassd.edu](mailto:scarreiro1@umassd.edu); 508-910-6057) to reserve rooms.

**Submit Request Online** - Administration, faculty, staff, and authorized students are encouraged to use the Web Viewer to view availability and ReservIt to submit reservation requests online. To do this, log in and follow the instructions in ReservIt, which you can also access via the myUMassD portal (Quick Launch -> Campus Tools -> ReservIT). Detailed instructions can be found at the end of this document. Room reservations should be made at least 24 hours in advance to ensure the reservations are approved electronically. It is extremely important to note that you “should not” assume you have permission to use the requested rooms until you have received the “official” approval. We recognize that sometimes there is a last minute need to reserve a room. In instances when a ReservIT reservation cannot be made, contact any one of the SMAST administrative staff to reserve the room for you. Use of unreserved rooms will be at the end users own risk and you will be asked to leave the room if there is a scheduled conflict. If someone is occupying a room that you have a confirmed reservation for, politely inform them that you have a reservation.

Students, part time employees and DMF employees will need to select a sponsoring organization, by clicking on “lookup” and entering a speedtype.



**Sponsoring Organization**

Specify the primary organization sponsoring this event. Your favorite organizations are displayed below, you may also opt to [lookup](#) a different organization to associate with this event.

Failure to select a valid organization may limit your ability to request spaces and resources that require billing information.

**You must select some form of organization information.**

Requests you make must have a sponsoring organization.

**Check Request Status** - After submitting a ReservIt request, you will receive an email with a reference number to check the status of your request in ReservIt.

**Serving Alcohol** – Alcohol can be served at meetings and events, however, if you would like a cash bar you must obtain a liquor license from the City of New Bedford. The serving of any alcoholic beverages shall be in compliance with UMass Dartmouth’s Alcohol and Drug Policy

and shall be arranged through a separate contract with SMUSERV, Inc., the exclusive provider of alcoholic beverage services on the Dartmouth campus. The provision and/or serving of any alcoholic beverages shall be arranged through the University Conference and Events Planning Office.

**Additional Rooms:** The following rooms are not currently on ReservIT but can also be reserved by contacting Sydney Carreiro ([scarreiro1@umassd.edu](mailto:scarreiro1@umassd.edu); 508-910-6057):

- SMAST East-209: Dean's Conference room
- SMAST East-247: Computer Teaching Lab
- SMAST East-142: Teaching Wet Lab

Rearranging furniture within rooms is permitted; however, all furniture should be returned to its original configuration at the end of each meeting. Event organizers (local hosts) are responsible for the facility while in use and are responsible for cleanup afterwards. If you have questions about how to move the wall partitions, where to store furniture or where you can find additional chairs and tables, please contact the SMAST Facilities Manager (Eric Lyonnais at 508-910-6304) or the Assistant Dean for Operations (Mike Marino at 508-999-8925).