

**1** Go to [scheduling.usu.edu](https://scheduling.usu.edu) and log in with your A# and Strong Password. Then find the "Equipment Rental and Outdoor Space Request" in the list, then click "Book Now" on the right side within the same line. To select your dates, find this image on the left side of your screen:

**2** If you only need the equipment on one day, then just pick your date and time frame you would like the space reserved from. Only ONE booking per reservation is allowed. The system will take you back to the page below. Click the blue Search button under the recurrence.

**3** Select the locations you would like by clicking the green plus sign on the left side. The red lines show the times you have selected. You'll be able to see the availability of the space on the calendar.

**4** Once you click the green plus sign the following box will pop up asking for the number of expected attendees. Fill in the box, then click "Add Room." You'll then be taken back to the calendar.

To move to the next step, click the blue Next Step button in the top right corner.

Next Step

5 This "Services" page allows you to select your equipment. In the Start and End time at the top of the page, please enter your event times, then select whether you would like the equipment just dropped off, or if you would like a setup.

Click the hyperlink to read the terms and conditions, underneath the start and end times for your event, then check the box.

On the right side click the arrow to show all the available equipment.

6 To choose equipment just click on the equipment and a new box will pop up asking for quantity and special instructions specific to that equipment.

7 Click Ok, and you'll be taken back to the list of equipment. On the right side you'll see a summary of services that you have requested.

Click the Blue Next Step button in the top right corner to go to the final page.



8 The screen below will come up and you can add in all the information requested.

\*\* If you are submitting a request for a department that is DIFFERENT from your college or department listed under Group:

- Select your main "Group"
- Find your name under the first contact, fill in the requested information
- Below there is a box that says, "What is the organization sponsoring the event?" please enter which group you're submitting for
  - For example: If my "Group" listed is Event Services but I'm submitting the request for USUSA, then I select Event Services under the group, find my name under the 1st contact and fill out the information, then make sure to list USUSA as the Sponsoring Organization below.

9 Once the form is completely filled out, click the Create Reservation in the bottom right corner. This box will pop up and Event Services will be in contact soon to confirm your event.

**CONGRATULATIONS**  
YOU'VE SUBMITTED AN EQUIPMENT RENTAL & OUTDOOR SPACE REQUEST!