



## How to Make a Reservation in STABLE (SMU)

STABLE is SMU's centralized platform for requesting rooms and event spaces. This guide is designed to walk you through the reservation process step by step and help ensure your request is submitted smoothly and approved without delays.

### [Step 1: Access STABLE](#)

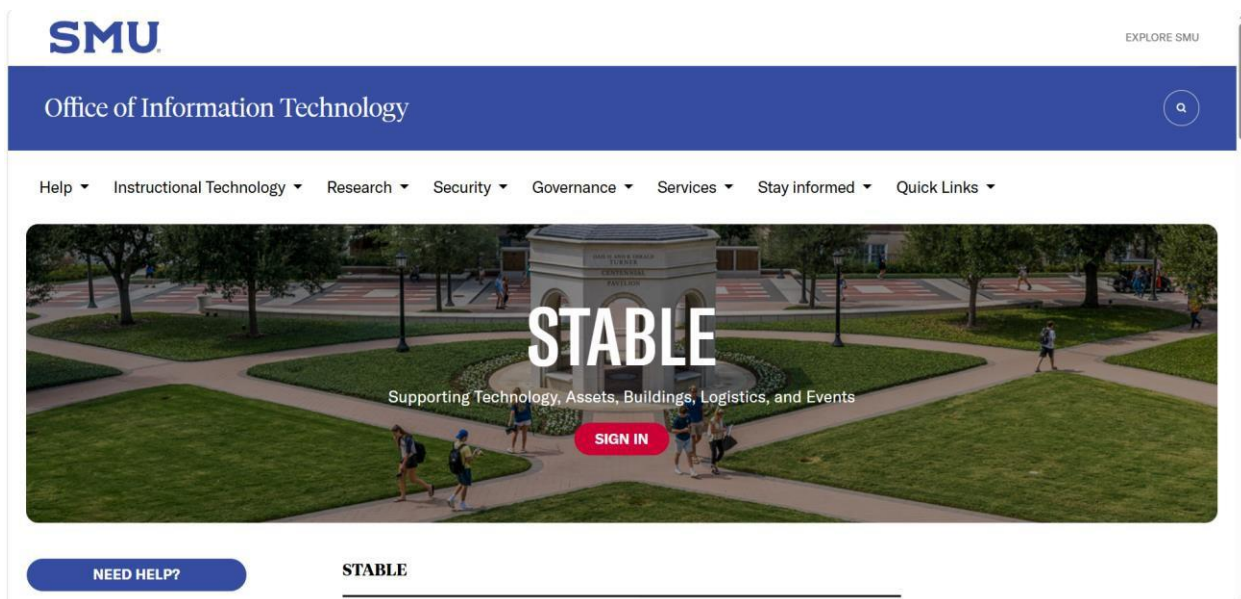
Go to your web browser and search "SMU STABLE."

The correct website should appear under SMU Libraries in the search results.

Click the link, then select Sign In.

You will be redirected to the SMU login page.

Log in using your SMU credentials.



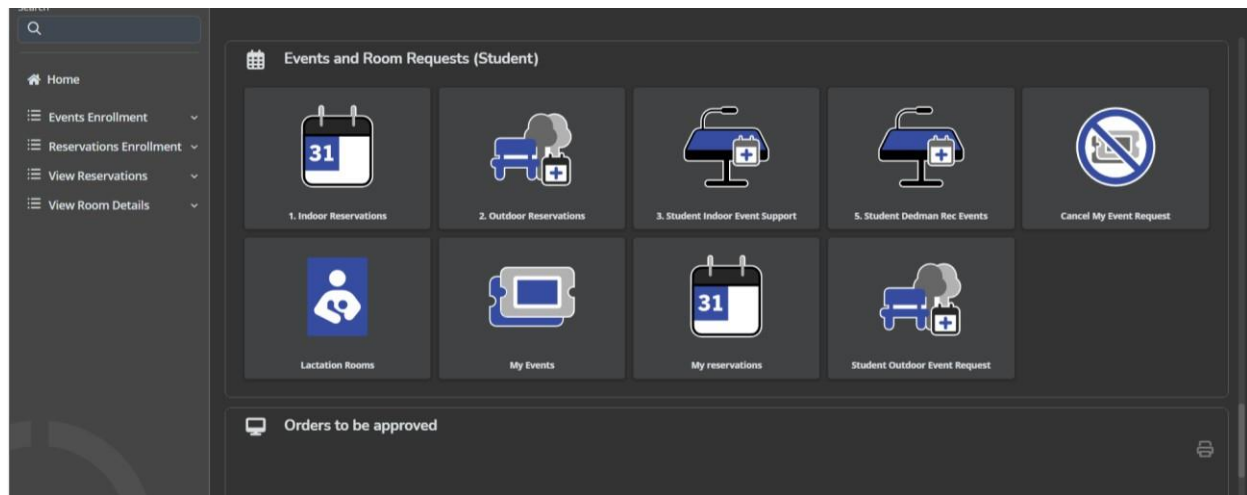
### [Step 2: Navigate to Event & Room Requests](#)

Once logged in, you will land on your STABLE Home Page.

You will see several request types, including:

- Facilities & Maintenance
- IT Requests
- Events & Room Requests

Scroll down to the bottom of the page to find Events & Room Requests.

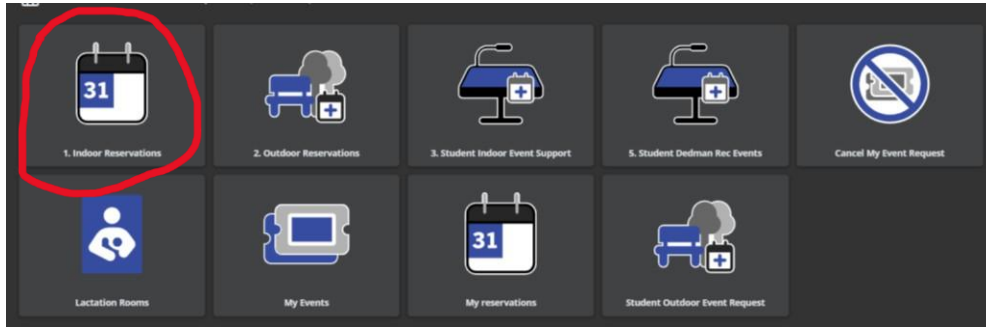


### **Step 3: Choose the Appropriate Reservation Type**

You will see multiple reservation options, including:

1. Indoor Reservations
2. Outdoor Reservations
3. Student Indoor Event Support
4. Student Dedman Rec Events
5. Lactation Rooms
6. Events
7. My Reservations
8. Student Outdoor Event Request

For this guide, we will select Indoor Reservations as an example.

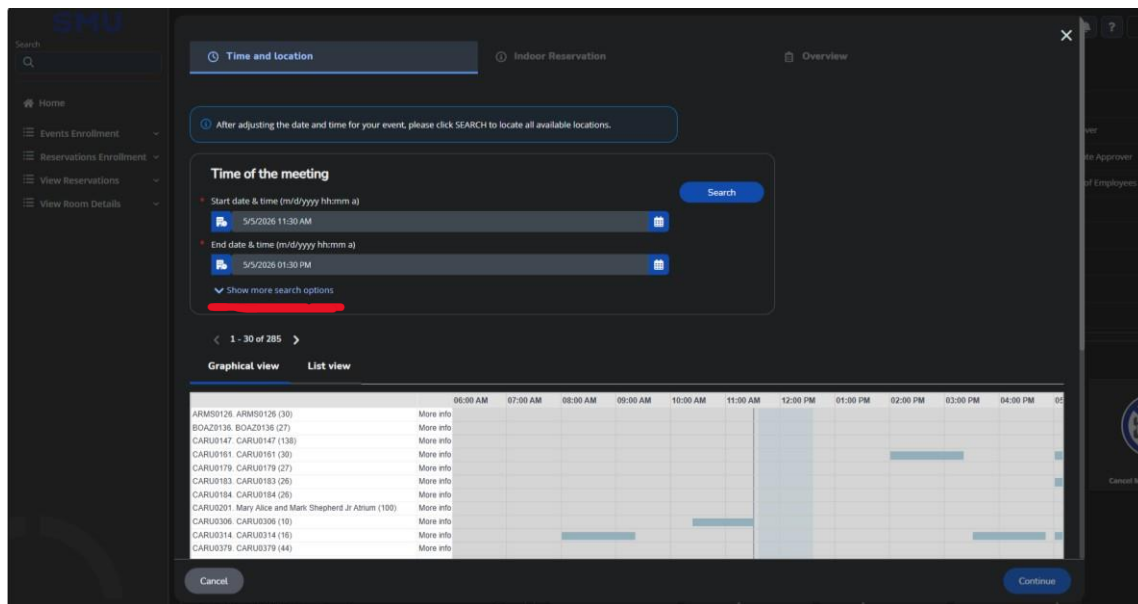


**Step 4: Enter Basic Event Information**

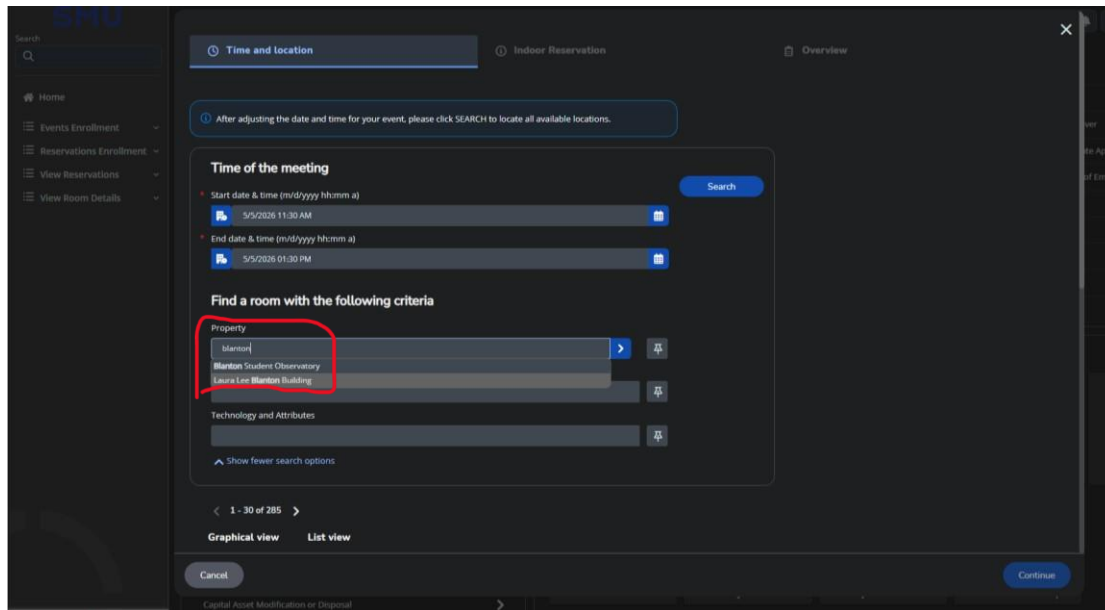
You will be prompted to enter:

- Start Date & Time
- End Date & Time

After entering this information, click “Show More Search Options.”



To narrow your results, select the building you want to reserve under Property, then click Search.



### **[Step 5: Review Available Rooms](#)**

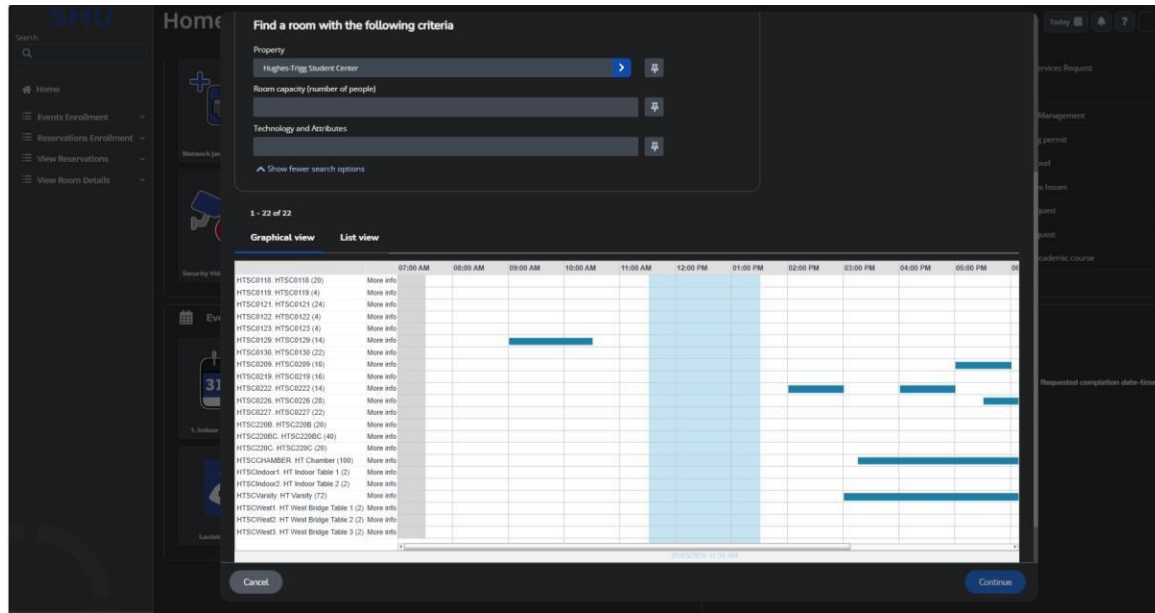
STABLE will display rooms that meet your selected date, time, and building.

Click More Info on any room to see additional details.

Important things to check before selecting a room:

- **Room Capacity:** The capacity is listed in parentheses next to the room number. If your expected attendance exceeds the capacity of all available rooms, you should consider choosing another building.
- **Food & Drink Policy:** If your event includes food or drinks, confirm that the room allows for it.

Once you have confirmed the room works for your event, select it and click Continue.



### **Step 6: Read the Important Notice**

You will see a blue section labeled Important\*, read it carefully.

This information exists to help ensure your reservation meets all requirements and to prevent last-minute denials. **Do not skip this step.**

**Important\*** Room Reservations include the use of the built in technology and features in the room.

If any of the following criteria is applicable, you must submit an Event Request form a minimum of 5 days prior to your event or additional services may not be provided.

- 1—Fees or tickets required for attendees
- 2—Attendees include minors, VIPs or media
- 3—Food, beverage, or alcohol service
- 4—Animals
- 5—Use of chemicals, machinery/tools
- 6—External vendor(s) providing goods or services
- 7—Support services from Custodial, Facilities, Parking, Catering, AV support, Movers, etc. are required

SMU Conference Services must be engaged when hosting events that span more than one day or more than one venue and meeting one or more of the following criteria:

- \* Events include attendees under the age of 18 years (minors)
- \* Events that include non-SMU participants
- \* Third party organizations with sponsorship wishing to host events on SMU's Campus

## [Step 7: Provide Detailed Event Information](#)

You will now be asked to enter additional details, including:

### Meeting/Event Description

Use this section to clearly explain:

- The room setup needed
- Any special arrangements
- If catering will arrive before your scheduled start time

Providing clear details helps staff set up the room properly and coordinate with other events. Answer all the remaining questions accurately to avoid delays.

The screenshot shows a web-based reservation form for SMU. The form is titled "Meeting/Event Title" and "Event XYZ". The "Meeting/Event Description" section contains a text area with a red star icon and instructions: "The room should be set up in a classroom-style layout with tables and chairs facing the front to accommodate all attendees. Please ensure there is enough space for participants to move around comfortably and an open area at the front for presentations and activities. Special arrangements include access to a projector and screen for presentations. These should be set up and ready prior to the event start time. Catering will arrive before the scheduled start time, so please allow time and space for setup before attendees arrive." The "Reservation Type?" dropdown is set to "Lecture/Seminar". The "Expected Attendance" is set to "30". There are several yes/no questions: "Does your reservation meet any of the criteria above or require support services?" (no), "Will the majority of your attendees consist of non SMU students under the age of 18? If yes, you must also complete the indoor event request form." (No), "Please indicate the affiliation of the majority of your event attendees" (SMU Faculty and Staff), and "Will you serve drinks or food in this location during your meeting/event? Please note: not all venues allow food or drink. click on the more info link next to your desired venue to review the specific rules." (no). At the bottom, there are buttons for "Cancel", "Add Billing Allocations", and "Continue".

## [Step 8: Review and Submit](#)

You will be shown an overview of your reservation.

Review everything carefully.

- If correct, submit and close the wizard.
- If the event is recurring, you may choose to repeat the reservation.

You are now all set, and your request will be reviewed for approval!

The screenshot shows a web interface for a reservation system. On the left is a dark sidebar with the 'SPU' logo and a search bar. Below the search bar are navigation links: Home, Events Enrollment, Reservations Enrollment, View Reservations, and View Room Details. The main content area is white and contains the following sections:

- End date & time:** A date and time picker showing 'Tuesday, May 5, 2026 01:30 PM'.
- Additional facilities:** A section with a sub-header 'Additional facilities'.
- Comment:** A text area containing instructions: 'The room should be set up in a classroom-style layout with tables and chairs facing the front to accommodate all attendees. Please ensure there is enough space for participants to move around comfortably and an open area at the front for presentations and activities. Special arrangements include access to a projector and screen for presentations. These should be set up and ready prior to the event start time. Catering will arrive before the scheduled start time, so please allow time and space for setup before attendees arrive.'
- Reservation Type?** A dropdown menu with 'Lecture/Seminar' selected.
- Expected Attendance:** A text input field containing the number '10'.
- Does your reservation meet any of the criteria above or require support services?** A dropdown menu with 'no' selected.
- Please include the fund and six digit org code. This will be used for any services with an associated fee.** An empty text input field.
- Will you serve drinks or food in this location during your meeting/event? Please note: not all venues allow food or drink. Click on the more info link next to your desired venue to review the specific rules.** A dropdown menu with 'yes' selected.

At the bottom of the form are several buttons: 'Change general information', 'Change time and location', 'Cancel this reservation', 'Repeat this reservation', and 'OK, close wizard'. On the right side of the form, there is a vertical sidebar with a search icon and the text 'APPROVER' and 'OF EMPLOYEES'.