

**Hudson Valley Community College  
Office of Institutional Services & Events  
BTC 1074 - Ext 4829**

**Instructions to Reserve Event Space**

**Please use the online Virtual Event Management System (VEMS)**

**You must be a *registered user* to book space and request set ups in the following locations:**

BTC 1, 2 & 3  
BTC Auditorium  
BTC Reception Area  
BTC Well  
BTC Main Lobby  
Campus Center 150  
Campus Center 204  
Campus Center 293 & 294  
Campus Center First Floor

**To be added to the VEMS user list:**

1. Email Mara Lefebvre [m.lefebvre@hvcc.edu](mailto:m.lefebvre@hvcc.edu)
2. Include your name, department, office number and extension
3. A confirmation email will be sent to you with instructions

**Please Note:**

1. For other event information or to reserve outdoor or MCD space contact Charmaine Darmetko [c.darmetko@hvcc.edu](mailto:c.darmetko@hvcc.edu) (ext 4829)
2. Classroom space is booked through Erin Hatter (ext 7207)
3. Teleconferences, uplinks, videotaping are booked through Bob Racette (ext 7503)
4. Catering is booked through Food Service (ext 7174)