

EMS Reservation Guide

For Reservation Dates Through May 15, 2026

Follow these steps to reserve a room at the Kelly Center:

1. Go to the [EMS website](#) and sign in with your TCU credentials.
(Use Google Chrome for best results.)
2. Click "**Book Now**" next to "**Reserve space at the KELLY CENTER**".
3. Enter the Date
 - Click "**Recurrence**" to book multiple dates for the same space.
4. Enter the event's actual start and end times (setup and teardown are added automatically).
5. Click "**Let Me Search For A Room**", then:
 - Select setup type (if known).
 - Enter number of attendees.
6. Click "**Search**" to see available rooms.
7. Click any room name to view details (capacity, features, diagrams, images).
8. Click the "+" icon next to your desired room.
9. Confirm attendees and select a setup type.
10. Click "**Add Room**".
11. Repeat as needed to add more rooms to your reservation.
12. Click "**Next Step**" in the top right corner.
13. On the Services screen:
 - Select needed services.
 - Add special requests or notes (including custom setup/teardown time).
14. Click "**Next Step**" again.
15. Complete all required Reservation Details and agree to the Terms & Conditions.
16. Click "**Create Reservation**" to submit your request.

Need help with your reservation?

Contact the Kelly Center team: kellycenter@tcu.edu or [817-257-7755](tel:817-257-7755).