Reservation Request Process in Mazévo

1. Go to https://mymazevo.com. Sign in using your TCU credentials (works best in Google Chrome).

2. Click **Add New Request** under the "Requests" section on the home page.

3. Under **EVENT INFORMATION**, enter the following:

    a. Event Name

    b. Event Type: Pick the most applicable event type

    c. Select your organization (if applicable)

        i. If you are not associated with an organization, leave this field blank

    d. Number of People

4. Click **Next >** when all fields have been completed

5. Enter the specific date & time for your event:

    a. Select Your Start Time & End Time

Start Time (Required)		End Time (Required)	
hh:mm AM/P...	🕐	to	hh:mm AM/P...	🕐

        i. Note: the system will automatically build in set-up time and tear-down time. Please do not account for that time here.

    b. If this is a recurring event, select the pattern needed under **Repeat**. Otherwise, leave this field as is.

    c. Using the calendar, select all dates that you would like for this event.

        i. If you selected a date incorrectly, either click that date again or "Clear All Dates"

6. Click **Next >** when all fields have been completed

7. "Where"

    a. Select the building(s) you would like to book.

    b. Click **Find Rooms**

        i. View the available & unavailable rooms.

        ii. Click on the room name to view more information about that space

    c. To select a room, click the check box

        i. Select the preferred room set-up

        ii. If the room is unavailable for any of the dates you selected, you will be taken to a pop-up where you can either choose a different room or skip that day's booking

KELLY CONFERENCE ROOM - SOME DATES ARE UNAVAILABLE   ✕

Would you like to pick a different room?

Thu 8/6/26	Assign Room	Skip
Sun 9/20/26	Assign Room	Skip

        iii. If you have any specific notes or set-up needed, add that to the "Add Notes" under the "Notes" section

    d. Once you have all desired rooms selected, click **Next >**

8. Service Providers

SERVICE PROVIDERS

Select	Service Provider
☐	DJK Equipment
☐	DJK A.V.
☐	DJK Catering

Cancel   **Skip**

    a. In this section you will add any relevant event needs including catering, A.V., furniture, general equipment. Select all desired service providers and click **Next >**

9. Resources

    a. This section will allow you to select the specific resources needed within each service provider.

        i. Review all resources and click the check box to "select" the resource for your booking.

    b. Once you have added all of your resources, click **Next >**

10. Questions:

QUESTIONS

Please provide a brief description of your event. (Required)

> Answer

What percentage of attendees will be current TCU students, faculty, or staff? (Required)

Will minors(under age 18) be brought to campus to attend your event/meeting? (Required)

Are you accepting donations (monetary or items) associated with this event? (Required)

Is this an academic, student event? This question pertains to housekeeping cost coverage. As described by TCU Facilities, an academic event is one in which academic credit is awarded for attendance or those events that are mandatory for students of a certain major, class, or D2L course. (Required)

Is there an entry fee or registration cost for this event? (Required)

Cancel   **Submit**

a. The last section of the booking will list the corresponding questions for a booking. The questions may vary slightly depending on which venue on campus you book. Complete all required questions and click "Submit"

11. Your event request will now be listed under "My Events" under a "Pending" status.

a. You can click into the event to review the event details, contact information (and to add a secondary contact), review event questions, and see any messaging that pertains to this event.

Cancel/Edit a Reservation

To edit/cancel your booking request, click into your event under your "My Events" section.

b. To edit/cancel specific rooms/days in an event, click in the check box

☑	🖉 Change ▾	🗑 Cancel					
☑	Mon 8/10/26	8:00 AM	10:00 AM	Dee J. Kelly Alumni & V...	Kelly Conference Room	Pending	
☑	Wed 8/19/26	8:00 AM	10:00 AM	Dee J. Kelly Alumni & V...	Kelly Conference Room	Pending	

i. Select an option from the drop-down bar under "Change" to change the room, date, time of the event

ii. By selecting "Cancel," you are canceling the booking. The effect will be immediate.

c. You can cancel the entire booking in the top right-hand corner under "Cancel Event"

i. A confirmation will pop up to verify you wish to cancel the entire event. Select "Yes" or "No" as appropriate.