AD ASTRA

HOW TO REQUEST AN EVENT: STUDENT ORGANIZATIONS
Before submitting a Student Organization Form, make sure you are currently **active** and have met certain requirements with the Center for Campus Life.

- Registered student organizations must use this request form.
- Registered student organizations are only allowed to select a total of two different rooms.
- Registered student organizations may request the use of academic space between the hours of 6:00 a.m. and 10:00 p.m., Monday–Friday.
- Student organizations must vacate the academic space at 10:00 p.m.
- Academic buildings are not available for use by student groups on weekends or for overnight events.
- The person making room reservations on behalf of a student organization is responsible for conveying the above information to the other members of their organization.
- No department, student, or registered organization may reserve academic space or facilities on campus and then permit their use by a non-registered organization or off-campus group or person.
- An organization that does not abide by the rules governing use of academic space may be denied further access to such space.

**Here is a list of the processing requirements for Student Organizations.**
Student Organizations may utilize the Student Union Building for events on the weekends. Please follow the link to review the Student Union Building reservation requirements: https://www.depts.ttu.edu/sub/reservations/index.php

If we or you cannot find rooms to accommodate food, here is additional information to hold events that need food accommodation for guests and are not able to find availability on Ad Astra. Please follow this link: https://www.depts.ttu.edu/odpa/SPI/EISM/index.php and review “Non-Academic Space.”
For additional information regarding Texas Tech University’s operational policies. Please visit the following links:

https://www.depts.ttu.edu/opmanual/contents.php#facilities
https://www.depts.ttu.edu/opmanual/OP61.41.php
https://www.depts.ttu.edu/opmanual/OP61.23.php
https://www.depts.ttu.edu/opmanual/OP61.02.php
https://www.depts.ttu.edu/dos/handbook/

For the academic calendar to follow when scheduling an event;
https://www.depts.ttu.edu/officialpublications/calendar/

Informational links to view regarding Student Organizations.
To request an event through Ad Astra

[Image of Ad Astra interface with arrows pointing to 'Request Event' option]
click on the **Request Event** button from one of two areas under the heading’s **Events** tab
...or the Activity List on the Home page.
You will be redirected to the Event Request Wizard.
Click on the drop-down arrow on the right and select the event form you would like to use.
There are several forms to choose from. The ones that you will use is Student Organizations.
After you have selected the form click on the “Next” button to continue.
Click on "You MUST read Rules for Student Groups; CLICK HERE."
Then, the "Student Organization Room Reservations" pdf will show.
Student Organization Room Reservations

Using Rooms in Academic Buildings

Any use of academic space by student organizations must be approved by the office of Operations Division of Planning and Administration. Registered student organizations wanting to reserve classrooms must make application in person or on-line on the following page each semester.

Academic buildings are not available for use by student groups on weekends.

Students must be able to present a student picture identification when requested by any University official.

Reservations are made on a first-come, first served basis. Recurring reservations are honored for one semester only. Student groups must furnish at least one e-mail address for reliable contact.

(https://www.depts.ttu.edu/odpa/SPI/EISM/raiderrooms/docs/StudentOrgRoomReservations.pdf)
You may now select "Agree" once you have read the rules for student organizations that you must adhere to.
Fill out all the required fields marked with an asterisk (*) as specifically and accurately as requested in the form.

**Organization Information**

* Organization Name (as listed with The Center for Campus Life)* DO NOT USE ACRONYMS

Click here to verify your organization's registration status.

**President Information**

* President's Name*

* President's Email Address*

* President's Phone Number*
NOTE: When you get to the Event Type under Event Information, please select “Student” for the student organization form.
NOTE: When you get to the Furniture under Request Specifics, please select “Other (specify in additional comments below).”
Check here if you will have food at your event (please check to see if the room you have selected allows food):

☐

Check here if your event is a program for minors.

☐

CLICK HERE for info on programs for minors on campus.

Check here if you will be showing a movie/film:

☐

CLICK HERE for info on showing movies on campus.

Check here if your event will have therapy dogs in attendance:

☐

CLICK HERE for information regarding therapy dogs on campus.

NOTE: Review ALL check box options carefully before selecting.
Fill out the information requested in the form. Fields marked with an asterisk (*) are required fields.
In order to add a meetings, click one of the two Add Meeting options shown.
Adding a Single Event

For a single meeting click on the Single radio button.
Select the designated start and end times from the pull-down menu and the desired date from the calendar.
Verify that your meeting name is present and then click on “Requires Room.”
Double check to make sure everything is correct and then click on Add Meeting.
Important note to be aware of. If you select dates/times that occur on a university holiday, Independent Study Day, or Final Exam dates, a Holiday Conflicts box will display, notating which meeting(s) cannot be scheduled due to those conflicts.

<table>
<thead>
<tr>
<th>Name</th>
<th>Meeting Date</th>
<th>Holiday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event</td>
<td>07/04/2019</td>
<td>Independence Day Holiday</td>
</tr>
</tbody>
</table>
To add multiple meetings, click on the Multiple radio button.
Select the designated start and end times from the pull-down menu and the desired date from the calendar. Click the arrow icon to the right of the calendar to add the meetings to your meeting list on the right.
You will be prompted to add a meeting group name and once you have added that name click OK.
Your meetings will appear as a collapsed group under the Meetings column on the right.
Click the **plus (+) sign icon** to expand the group and view each meeting date.
Verify that your meeting name is present, and everything is correct. Next click on Add Meeting.
TO ADD RECURRING EVENTS

If your meetings have a recurring pattern, click on the Recurring radio button.
Select a start and end time from the pull-down menus.
Under Recurrence Pattern, choose a pattern of Daily, Weekly, Monthly, or Yearly, and the date range.
The pattern options to the right will change based on which option you choose (i.e. days of the week, months of the year, etc.). The date range can end after a set number of occurrences, or end by a specific date.
The selected time will apply to all meetings in the pattern. Review your recurrence under Recurrence Summary and verify that your meeting name is present and click Add Meeting.
IMPORTANT:

Please list your expected attendees according to the selected room capacity you provide.

Request Specifics

PLEASE NOTE:
You are not guaranteed the room selected. Event schedulers may change room selections based on availability or select a room better suited for your event. Do not announce event locations until you receive your confirmation/approval.

*How many attendees are expected?*
Once the meetings have been added, click on **Request Rooms** to request a room only for your meetings. To delete meetings, click the **X icon** next to the applicable meeting.
For the listed expected attendance, a list of rooms will automatically populate.

Please double-check the room details for capacity and room features before selecting an available room.
To view individual room details, such as capacity, allowed or non-allowed food or drinks, technology and furniture, hover over the round icon next to the room name.
The Assign Rooms screen will generate and show a list of rooms as **Available** or **Unavailable**. If a room is **Unavailable**, it cannot be selected. Conflicts will show in yellow and note how many conflicts are present.
Click on the room name or **Available** to select the room(s) preferred. The meeting will turn green and show as **Selected**. Use the plus (+) signs on the Room, Score, and Meetings tabs for more details.
Expanding the meetings tab will also allow you see what meetings have conflicts, if one is noted.
You can filter alphabetically by building by clicking on the word **Room** at the top of the Room column. Clicking once will sort A-Z; clicking twice will sort Z-A.
If the meeting dates and times need to be amended, you can click **Cancel** and return to the previous screen. Use the red “X” icon next to each meeting to delete. Follow steps #1-6 to add any additional meetings as needed.
After a room or set of rooms have been selected, click OK to return to the request form.
Complete any missing information as noted by an asterisk.

Click **Submit** at the bottom of the screen to submit your request.
If you attempt to submit the request without completing all required fields, you will receive an error message and the incomplete field will be underlined in red and will display a red error icon.
Once you have successfully submitted your request, a confirmation screen will display. You will also receive notification by email that your event request has been completed.
CHECKING THE STATUS OF AN EVENT REQUEST

After an event request has been submitted, details and the status of your application can be viewed by clicking on Events under the Events tab.
Select the Box “Yes” next to **My Events** for the desired **Time Period**. Click **Search** to populate results.
Once your event has been approved by OPDA, which can take 2-3 business days, you will receive a confirmation email which will have instructions on who to contact for room access and guidelines for the room reserved.