

# To Request a Classroom or Event Space:

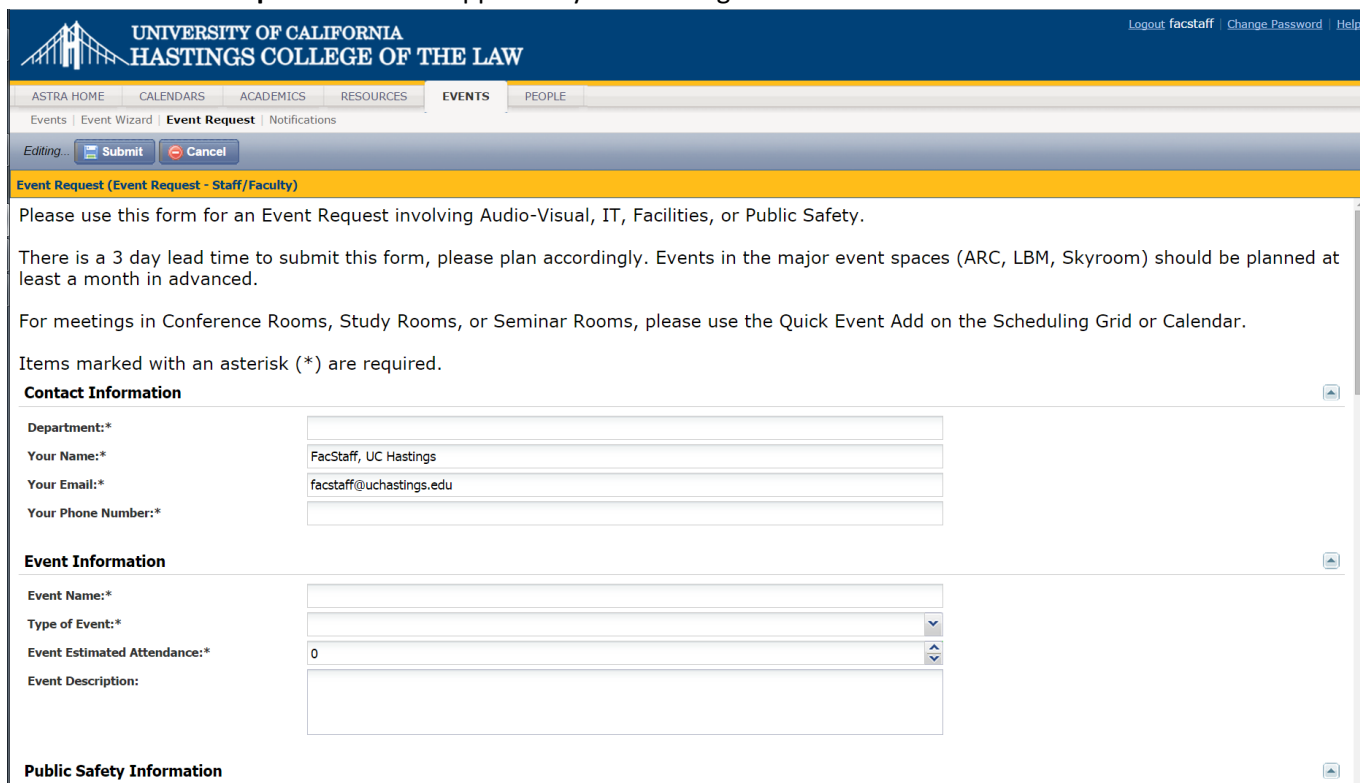
**\*\*Classrooms (A, B, C, etc.) and Event Spaces (ARC, LBM, Skyroom, and the Beach) must be requested through the Event Request Form. Seminar rooms do not need to be requested.\*\***

1. Click on the “Request an Event” link on the main portal page.



The screenshot shows the main portal page of the University of California Hastings College of the Law. The header includes the university name and navigation links for 'Logout facstaff' and 'Change Password'. Below the header is a navigation bar with links for 'ASTRA HOME', 'CALENDARS', 'ACADEMICS', 'RESOURCES', 'EVENTS', and 'PEOPLE'. A dropdown menu is open under 'CALENDARS', showing options for 'Click Below to Request an Event', 'Request an Event' (circled in red), 'Calendars', 'Scheduling Grid', and 'Calendar'. Other dropdown menus for 'External Links' and 'Holiday/Announcements' are also visible.

2. Fill out the **Event Request Form** as it applies to your meeting or event.



The screenshot shows the 'Event Request (Event Request - Staff/Faculty)' form. The header includes the university name and navigation links for 'Logout facstaff', 'Change Password', and 'Help'. Below the header is a navigation bar with links for 'ASTRA HOME', 'CALENDARS', 'ACADEMICS', 'RESOURCES', 'EVENTS', and 'PEOPLE'. The form includes a 'Submit' button and a 'Cancel' button. The form content includes instructions and sections for 'Contact Information', 'Event Information', and 'Public Safety Information'. The 'Contact Information' section includes fields for 'Department:\*', 'Your Name:\*', 'Your Email:\*', and 'Your Phone Number:\*'. The 'Event Information' section includes fields for 'Event Name:\*', 'Type of Event:\*', 'Event Estimated Attendance:\*', and 'Event Description:'. The 'Public Safety Information' section is partially visible.

- a. Please keep in mind the following items when filling out the request form:
  - i. Questions marked with an asterisk (\*) are required. If a question does not apply to you, answer “n/a.” The whole form must be filled out in order to submit.
  - ii. **Do not uncheck the box labeled “Requires Room.”**
  - iii. There are instructions on how to use the Meeting Recurrence Generator within the form. This section is REQUIRED in order to submit the request. Requests without meetings

generated will need extra lead time. **\*\*Make sure to click the “Create” button once you have indicated your time and date. \*\***

- iv. Room requests can be made through the **“Assign Rooms”** button. Make sure to only request classrooms or event spaces.
  - v. Facilities and A/V Resources can be requested through the **“Request Resources”** button.
3. Once the form is all filled out and your meetings are generated, click **“Submit”** at the top of the page. You will receive a confirmation that your request has been submitted. Room and resource confirmations take at least three days (longer for events held in event spaces.)
- i. If you need to make edits to your request, please email Stella Cunanan at [cunanans@uchastings.edu](mailto:cunanans@uchastings.edu) or Lan Tran at [tranla@uchastings.edu](mailto:tranla@uchastings.edu). **\*\*Do not submit another request.\*\***

UNIVERSITY OF CALIFORNIA  
HASTINGS COLLEGE OF THE LAW

Logout [facstaff](#) | [Change Password](#) | [Help](#)

ASTRA HOME | CALENDARS | ACADEMICS | RESOURCES | **EVENTS** | PEOPLE

Events | Event Wizard | **Event Request** | Notifications

Editing... **Submit** Cancel

**Event Request (Event Request - Staff/Faculty)**

Please use this form for an Event Request involving Audio-Visual, IT, Facilities, or Public Safety.

There is a 3 day lead time to submit this form, please plan accordingly. Events in the major event spaces (ARC, LBM, Skyroom) should be planned at least a month in advanced.

For meetings in Conference Rooms, Study Rooms, or Seminar Rooms, please use the Quick Event Add on the Scheduling Grid or Calendar.

Items marked with an asterisk (\*) are required.

**Contact Information**

Department:\*

Your Name:\*

Your Email:\*

Your Phone Number:\*

**Event Information**

Event Name:\*

Type of Event:\*

Event Estimated Attendance:\*

Event Description:

**Public Safety Information**