

AD ASTRA INFORMATION SYSTEMS

REQUESTING A ROOM

HONORS EVENTS STAFF
UH HONORS COLLEGE

REQUESTING A ROOM

Everyone must submit a room reservation form to request Honors spaces. There are two ways to access the room request form: clicking ***Submit Request*** or logging into ***UH Ad Astra*** and going to Events > Request Event > Honors Room Request.

[UH Home](#) > [The Honors College](#) > [About Honors](#) > Honors College Spaces

ABOUT HONORS SPACES

Looking for a venue to host your team or organization's upcoming event? Look no further! The UH Honors College welcomes both the UH community and off-campus organizations to reserve our spaces for a diverse range of gatherings. From meetings and presentations to performances and receptions, we cater to all your event needs, including luncheons, dinners, seminars and more.

Nestled within the MD Anderson Library's second floor, the UH Honors College offers convenient access to Downtown Houston, the renowned Texas Medical Center and the vibrant cultural scene of Houston's Innovation Corridor.

What's more, unlike many other venues on campus, the Honors College does not impose rental fees for its spaces. So, you can focus on planning an exceptional event without worrying about additional costs.

[SUBMIT REQUEST](#)

[UH AD ASTRA](#)

[USER GUIDE](#)

[EMAIL US](#)

ROOMS AVAILABLE



ROOM REQUEST FORM

There are three parts to the Room Request Form:

Contact Information, Event Information and Meeting Information.

Contact Information

Includes details such as name, email, phone and honors affiliation.

Event Information

Includes details such as event description, set up information and AV needs.

Meeting Information

This is where you select the space you would like for your meeting/event.

HONOR Room Request

PLEASE NOTE

Priority scheduling will be given to Honors College faculty, staff, and Registered Student Organizations with Honors College faculty/staff mentors. Submission of this form does not guarantee room reservation. For reservations outside of regular business hours, contact mlopez78@uh.edu.

Business Hours:
Monday – Thursday | 8 AM – 7 PM
Friday | 8 AM – 3 PM

*Your Name

*Email Address:

*Phone Number:

*Honors affiliation

*Event Name:

*Event Type:

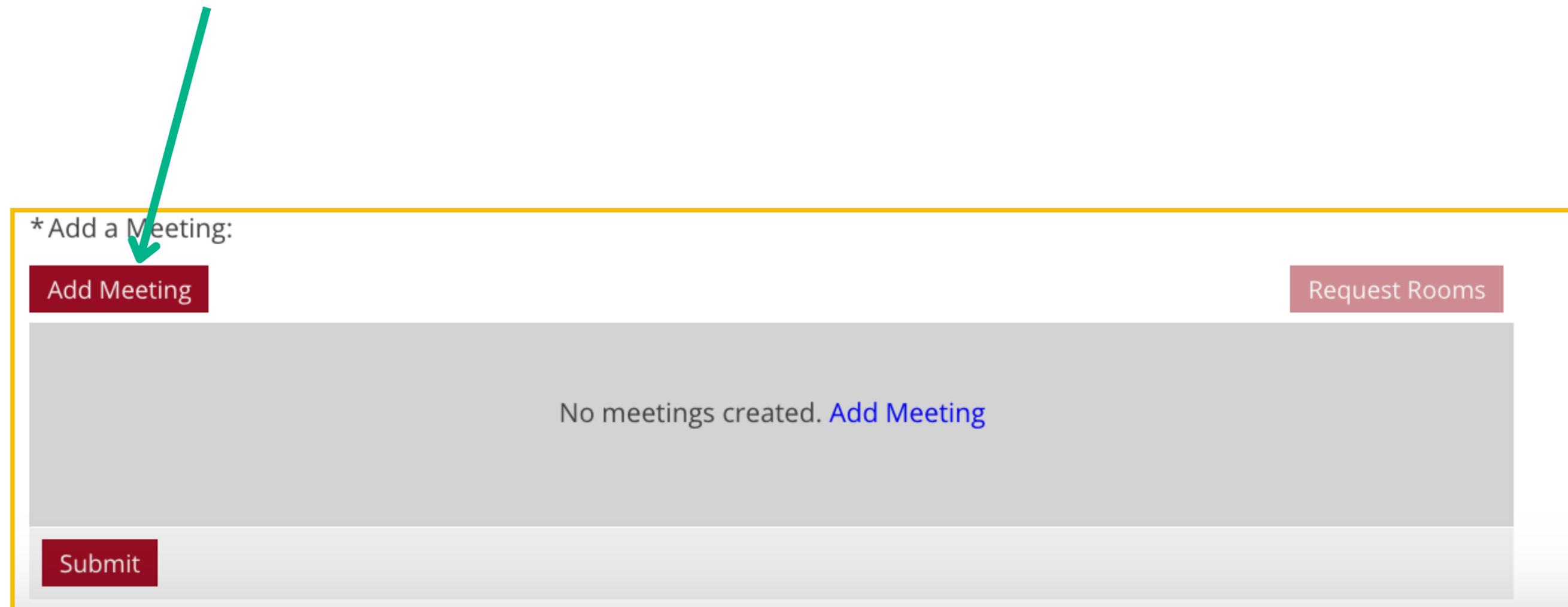
Event Estimated Attendance:

AV Needed

*Will food be present?

ROOM REQUEST FORM - *Meeting Information*

Once you have added all Contact and Event Information, it's time to add your meeting/event info. To do that, click ***Add Meeting***.



* Add a Meeting:

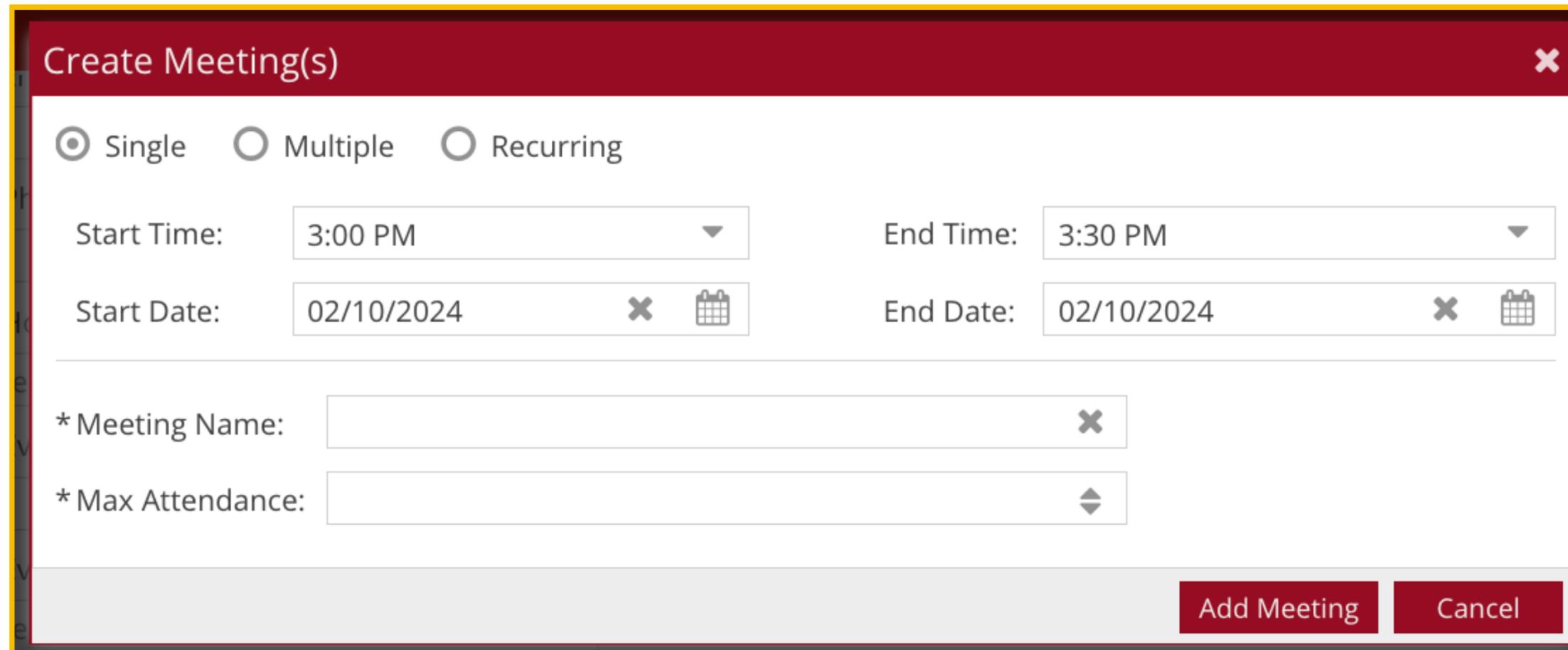
Add Meeting Request Rooms

No meetings created. [Add Meeting](#)

Submit

ROOM REQUEST FORM - *Meeting Information*

The Create Meeting(s) screen will appear. You have the option to add a **Single**, **Multiple** or **Reoccurring** meetings. Include the name of your event and expected attendance.



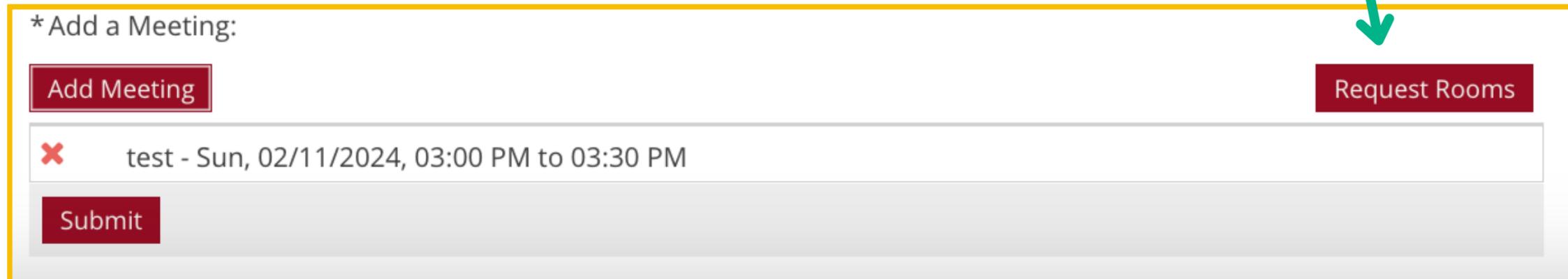
The screenshot shows a web form titled "Create Meeting(s)" with a close button (X) in the top right corner. The form contains the following fields and options:

- Radio buttons for meeting type: Single, Multiple, Recurring.
- Start Time: 3:00 PM (dropdown menu)
- End Time: 3:30 PM (dropdown menu)
- Start Date: 02/10/2024 (calendar icon, close icon)
- End Date: 02/10/2024 (calendar icon, close icon)
- * Meeting Name: (text input field, close icon)
- * Max Attendance: (spin button)

At the bottom right, there are two buttons: "Add Meeting" and "Cancel".

ROOM REQUEST FORM - *Meeting Information*

After adding a meeting, you have the ability to select your venue! Click on *Request Rooms*.



*Add a Meeting:

[Add Meeting](#) [Request Rooms](#)

✘ test - Sun, 02/11/2024, 03:00 PM to 03:30 PM

[Submit](#)

ROOM REQUEST FORM - *Meeting Information*

Scroll through and select your preferred room. If needed, you can select multiple rooms.

The screenshot displays the 'Assign Room' interface. On the left, there is a 'Filter' section with a search bar and a dropdown menu set to 'Custom'. Below this is the 'Room Options' section, which includes a checkbox for 'Show Only Available Rooms' and a capacity filter set to 'Between 4 and'. The main area is a table with columns for 'Room', 'Name', 'Capacity', and 'Availability'. Two rows are highlighted in green, indicating they are selected. The bottom of the interface features a pagination bar showing 'Page 1 of 1' and 'OK' and 'Cancel' buttons.

Room	Name	Capacity	Availability
<input type="radio"/> L 212S	Large Classroom	49	Avail (Request)
<input type="radio"/> L 212P	Martel Room	20	Avail (Request)
<input checked="" type="radio"/> L 212L	Fishbowl 2	25	Selected
<input checked="" type="radio"/> L 212J	Fishbowl 1	22	Selected
<input type="radio"/> L 212D	Estess Library	24	Avail (Request)
<input type="radio"/> L 212C	The Commons	60	Avail (Request)
<input type="radio"/> L 202B	Dean's Conferenc...	10	Avail (Request)

ROOM REQUEST FORM - *Meeting Information*

Note your event Date, Time and Venue! In this example, I had selected two rooms. Click **SUBMIT**.

If this request is for the Commons, what chair/table setup are you requesting? Be specific.

* Contact Name:

* Add a Meeting:

Add MeetingRequest Rooms

- ✖ test - Sun, 02/11/2024, 03:00 PM to 03:30 PM, M.D. Anderson Library 212J
- ✖ test - Sun, 02/11/2024, 03:00 PM to 03:30 PM, M.D. Anderson Library 212L

Submit

REQUESTING A ROOM - *SUBMISSION*

Once you have submitted your request, you will receive an email from *noreply@aais.com* with your event request details. Allow 24-48 business hours for your request to be processed. After 48 business hours, if you have not received confirmation of your request, please email *honevent@cougarnet.uh.edu* with a copy of your event reservation request details form.

How will I know if my request was approved/denied?

You will receive an email from *notifications@aais.com* letting you know if your event was approved/denied. If it was denied, there will be a reason included.

I chose the wrong date/time. Can I just email you?

Unfortunately, we require all changes or resubmissions to go through the formal process. You'll need to fill out and submit a new form to ensure accuracy and proper tracking of your request.