

## Proposed Reservation Process

1. Customer submits reservation request the online standardized form via Ad Astra.
  - a. Customer can be given a recommendation on what venue will meet the needs (i.e. room capacity, availability of A/V equipment, etc.) of their event.
  - b. Customer can view the calendar to check venue availability.
2. \* The online standardized form will require the customer to provide event details including but not limited to:
  - a. Date & Time
  - b. Target audience
  - c. Expected number of attendees
  - d. Description of event (Ex. Reception, Information Fair, Conference, Testing, etc.)
3. Request will be sent to Food Service, Parking, Public Safety, and Facilities via work flow. Based on information provided in the request, each area will provide an approval, denial, or state that their services are not applicable to the event.
4. After all areas have given their response, Auxiliary Services will review the request before it is finalized and published to the calendar. (Some external groups requesting a classroom space may require a contract, which will be drawn up by Auxiliary Services.)

**\* Event Reservation Subgroup must determine the information we will require from the customer.**