

BASIC RESERVATION REQUEST – Faculty/Staff

Navigate to Astra and login.

Click on the Events Tab and select “Request Event.”

Select the form for the appropriate room (conference, classroom, auditorium, etc).

Complete the form to the best of your abilities with as much detail as possible.

Click “Add Meeting.”

* Contact Email:

* Contact Phone:

* Event Type:

* Event Description:

* Event Estimated Attendance:

IMPORTANT NOTICE: California Government is currently in a state of emergency and is endeavoring to continue to provide services to the public.

* Add a Meeting:

Select whether the meeting is Single, Multiple, or Recurring.

Fill in the start and end times (including any necessary setup time needed).

Input the attendance.

Select “Add Meeting.”

Create Meeting(s)

Single
 Multiple
 Recurring

Start Time: End Time:
 Start Date: End Date:
 * Meeting Name:
 Max Attendance:

Select Assign Rooms

A popup of available rooms will appear based on the date/times you have selected.

Select a room and click OK.

Assign Room	
Room ^1	FRES/ Form Test 7/27/2020 Mon 4:00-4:30pm
<input type="radio"/> ARTS 228	Available
<input type="radio"/> CLSA 100 (combo of 100A & 100...	Available
<input type="radio"/> CLSA 100A	Available
<input type="radio"/> CLSA 100B	Available
<input type="radio"/> CLSA 110	Available
<input type="radio"/> KNDL 207	Available
<input type="radio"/> SELV 100	Available

Finish completing the form by answering the questions.

If you are having the event catered, you must fill out an additional Vendor Request Form (in Astra).

If you are charging admission, it is highly recommended that you contact Chico State Enterprises to help ensure all funds are properly administered.

Click Submit.

* Will you be serving food or providing catering?

- No - I'm good with just the room!
- Yes - I'm using an approved caterer on file with Risk Management
- Yes - I'm using AS Catering Services

* Are you charging an admission or event fee?

- No - this is a free event.
- Yes - we are charging an admission and will provide additional detail to Facilities Reservations & Event Services (FRES) in the Event Description section above.

Submit

This will take you to the completion screen. You will also receive an email letting you know Facilities Reservations has received your request, followed by a confirmation email once your request has been approved and finalized.