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.”

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.”

Select Assign Rooms

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

Select a room and click OK.
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.

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.