

# Reserving Student Collaborative, Group Study, and SET Spaces

## Group Study and Meeting Room Locations:

Room	Building Code	Capacity
Allen House 105 – Group Study Room	ALN	5
Butz Hall Lower Level B – Student Engagement Teams (SET) - Work area	BUT	20
Butz Hall Lower Level A – Student Engagement Teams (SET) - Lounge area	BUT	10
Cressman Library 317 – Collaboration 2	CRE	5
Cressman Library 316 – Collaboration 1	CRE	5

## Room Policies and Guidelines

### Study Room Reservations

Please observe the following rules when you reserve and use a study room:

1. Reservation must be for room use by two or more people.
2. The student creating the reservation must be present while the room is in use and have a copy of the email confirmation on hand.
3. One person from the group may make a single reservation for one of the rooms for up to 2 hours.

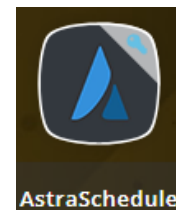
### SET Space Reservations

Please observe the following rules when you reserve and use THE STUDENT ENGAGEMENT TEAM (SET) SPACE in the lower level of Butz Hall:

1. Reservation must be for use by two or more people.
2. The student creating the reservation must be present while the room is in use and have a copy of the email confirmation on hand.
3. One person from the group may make a single reservation for the space for up to 3 hours.
4. The reservations are for the table space or the lounge space.

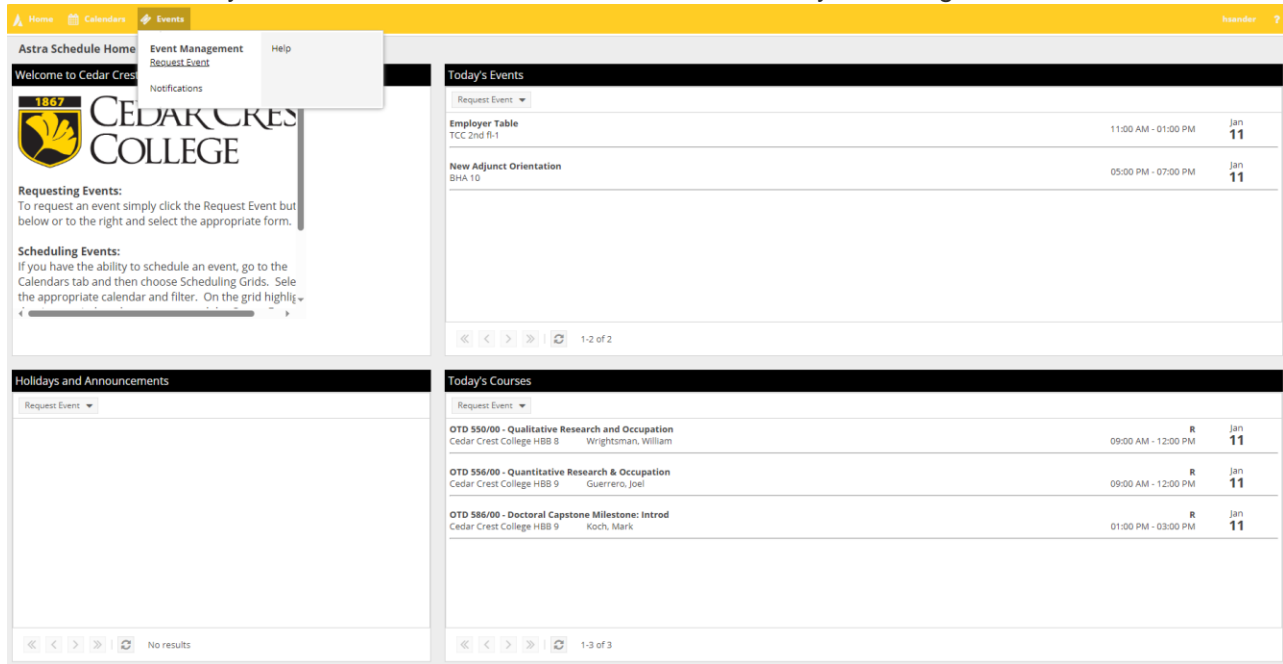
## Reservation Directions

- From the **FalconLink** dashboard, click on the AstraSchedule app icon.

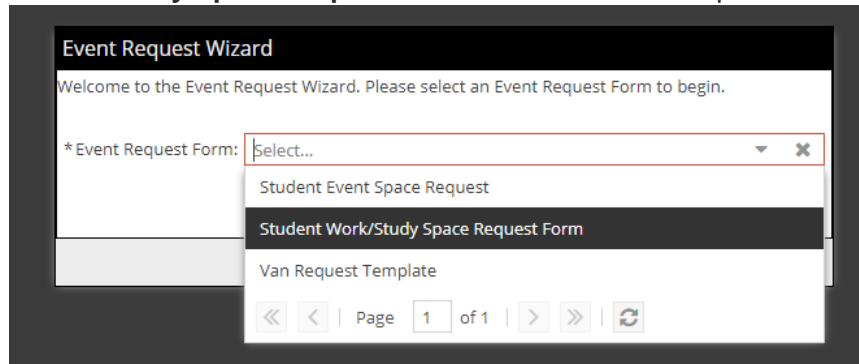


- From the Astra Home Page, select **Events** from the top toolbar, then from the drop down select **Request an Event**.

\*Note- if you do not see events in the toolbar make sure you are signed in.



- Choose **Student Work/Study Space Request Form** from the Event Request Form drop down. Click **Next**.



- Complete all required information on the form (marked with \*).

**Contact Person Information**

\*Your name (Last, First):

\*Your email Address:

\*Phone Number:

**Reservation Information**

\*Short Description of Event (ie, Bio Study Group or Club Social Event):

\*Event Type:

Add a Meeting:

No meetings created. [Add Meeting](#)

- Click on the **Add Meeting** Button. Enter the date and time for your reservation, as well as a name for the meeting and the max attendance.

- Once finished, click **Add Meeting**.
- Next, click on **Assign Rooms**. A list will appear with available rooms for your chosen date/time and number of people. Click on the room name to choose it, then click **OK**.

Room	Instructions
	1/11/2024 Thu 3:00-3:30pm
<input checked="" type="radio"/> CRE 316	Selected
<input type="radio"/> CRE 317	Available
<input type="radio"/> ALN 105	Available
<input type="radio"/> BUT Lower Level B	Available
<input type="radio"/> BUT Lower Level A	Available

- Make sure everything is correct on the form and click **Submit**.
- You will receive an email notification within a few minutes containing your reservation information. Please have this information on hand at your reserved date and time.