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.

A Home 🛗 Calendars 🤣 Events		hsander ?
Astra Schedule Home Event Management Help		
Request Event Welcome to Cedar Crest Notifications	Today's Events	
1867	Request Event 💌	
CEDARCRES	Employer Table TCC 2nd fh-1 11:00 AM - 01:00 PM	Jan 11
	New Adjunct Orientation 05:00 PM - 07:00 PM BHA 10 05:00 PM	Jan 11
Requesting Events: To request an event simply click the Request Event but below or to the right and select the appropriate form.		
Scheduling Events: If you have the ability to schedule an event, go to the Calendars tab and then choose Scheduling Grids. Sele the appropriate calendar and filter. On the grid highlig		
	< < > > > 2 1-2 d2	
Holidays and Announcements	Today's Courses	
Request Event 💌	Request Event 💌	
	OTD 559/00- Qualitative Research and Occupation Cedar Crest College HBB 8 Wrightsman, William 09:00 AM - 12:00 PM	Jan 11
	OTD 556/00 - Quantitative Research & Occupation R Cectar Crest College HBB 9 Guerrero, Joel 09:00 AM - 12:00 PM	Jan 11
	OTD 586/00 - Doctoral Capstone Milestone: Introd R Cedar Crest College HBB 9 Koch, Mark 01:00 PM - 03:00 PM	Jan 11
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• Choose Student Work/Study Space Request Form from the Event Request Form drop down. Click Next.

Welcome to the Event R	equest Wizard. Please select an Event Request Form to begin.		
* Event Request Form:	Şelect	•	×
	Student Event Space Request		
	Student Work/Study Space Request Form		
	Van Request Template		
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• Complete all required information on the form (marked with *).

Contact Person Information	
*Your name (Last, First):	
	9
*Your email Address:	
]0
* Phone Number:	
Reservation Information	
* Short Description of Event (ie, Bio Study Group or Club Social Event):	
*Event Type:	
Select 🔻 🗙	
Add a Meeting:	
Add Meeting	Assign Rooms
Ν	Io meetings created. Add Meeting
Submit	

• 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.

Create Meeting	g(s)				×
Single OI	Multiple 🔘 Recur	rring			
Start Time:	3:00 PM	-	End Time:	3:30 PM	•
Start Date:	01/11/2024	× 🛗	End Date:	01/11/2024	× 🛗
* Meeting Name:				×	
Description:					
Max Attendance	2:			\$	
	🗹 Requires Roor	m			
				Add Meet	ing Cancel

- 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**.

Assi	ign Room	
	Room	Instructions 1/11/2024 Thu 3:00-3:30pm
۲	CRE 316	Selected
۲	CRE 317	Available
٥	ALN 105	Available
۲	BUT Lower Level B	Available
۲	BUT Lower Level A	Available
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- 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.