To Request a Classroom or Event Space:

**Classrooms (A, B, C, etc.) and Event Spaces (ARC, LBM, Skyroom, and the Beach) must be requested through the Event Request Form. Seminar rooms do not need to be requested.**

1. Click on the “Request an Event” link on the main portal page.

   ![Request an Event](image1)

2. Fill out the Event Request Form as it applies to your meeting or event.

   ![Event Request Form](image2)

   a. Please keep in mind the following items when filling out the request form:
      i. Questions marked with an asterisk (*) are required. If a question does not apply to you, answer “n/a.” The whole form must be filled out in order to submit.
      ii. **Do not uncheck the box labeled “Requires Room.”**
      iii. There are instructions on how to use the Meeting Recurrence Generator within the form. This section is REQUIRED in order to submit the request. Requests without meetings
generated will need extra lead time. **Make sure to click the “Create” button once you have indicated your time and date.**

iv. Room requests can be made through the “Assign Rooms” button. Make sure to only request classrooms or event spaces.

v. Facilities and A/V Resources can be requested through the “Request Resources” button.

3. Once the form is all filled out and your meetings are generated, click “Submit” at the top of the page. You will receive a confirmation that your request has been submitted. Room and resource confirmations take at least three days (longer for events held in event spaces.)

   i. If you need to make edits to your request, please email Stella Cunanan at cunanans@uchastings.edu or Lan Tran at tranla@uchastings.edu. **Do not submit another request.**