



Procedure Number: CS 203
 Procedure Title: Space Utilization and Tracking
 Relevant Board Policy:
 Relevant SACSCOC Principle:
 Originating Unit: College Services
 Maintenance Unit: College Services
 Contact for Interpretation: Director of College Services

I. Purpose: This procedure provides a collaborative process for reserving and tracking campus spaces to ensure efficient use, clear coordination, and reliable data for planning and decision-making. For event requests, please submit a request in AlamoEXPERIENCE (AE) and reference CS 204.

Definition(s):

Meeting: A meeting may be an impromptu, pre-scheduled, or reoccurring gathering, often for the purposes of education or business, that does not meet the criteria for an event. Examples may include departmental or committee meetings, open lab hours, study or tutoring sessions, or informational tables at pre-determined locations.

Event: An organized on- or off-campus activity requiring cross-department coordination as defined in CS 204.

Regions: An organizational "bucket" used to group physical locations and users that is used to restrict a user's "viewing" or "scheduling" rights to predetermine rooms and spaces within Astra.

Premier Event Space: A campus venue requiring scheduling and coordination through the College Events Coordinator (CEC) due to operational complexity, attendance thresholds, or equipment needs. These spaces require College Services support and may not operate independently.

Space Common Usage Terms and Abbreviations:

| Building Number | Building Name | Abbreviation |
|-----------------|-------------------------|--------------|
| 100 | Llano Wellness Center | WLNS |
| 200 | Bosque Science Center | SCIN |
| 200a | Physical Plant | NFAC |
| 300 | Brazos Student Union | STCM |
| 400 | Blanco Hall – Fine Arts | ARTS |

| | | |
|------------|---------------------------------|------|
| 500 | Lampasas Performing Arts Center | NPAC |
| 600 | Comal Learning Resources Center | NLIB |
| 700 | Salado Hall - Academic | ACA1 |
| 800 | Medina CTE Center | CATE |
| 900 | Paluxy Hall | PLXY |
| 1000 | Nighthawks Legacy Center | NVET |
| Building B | NLC at NB | NLNB |

II. Procedure statement:

To maintain accurate space utilization records and ensure spaces are available when needed, all room usage should be recorded in Ad Astra on a first-come, first-served basis by Northeast Lakeview College employees. If a meeting will take place outside normal building operating hours, notify nlc-cs@alamo.edu and nlc-dps@alamo.edu. Spaces should be returned to their original condition following use.

A. Accessing Ad Astra

Ad Astra can be accessed at Astra Schedule - Home Page (aaiscloud.com) or through the “Employee Portal” section of alamo.edu.

1. Ad Astra reservations may be completed at any time up to the point of the rooms intended use. All room/ space usage must be documented in Ad Astra.
 - a. It is recommended to reserve the room with as much notice as possible to guarantee space availability.

B. Employee Access to Ad Astra

Access to Ad Astra is based on Regions, which align with an employee’s department or position. Some rooms may belong to multiple Regions depending on assigned permissions.

1. All staff and Academic Chairs should have access to Ad Astra for viewing and reservation purposes. To request or modify access, email nlc-cs@alamo.edu.
2. Faculty may request reservation access. Faculty without access should coordinate reservations through their department’s Academic Unit

Assistant.

C. Types of Spaces

1. Common Use Spaces – All Regions. The following spaces are available on a first-come, first-served basis to employees with Astra access:
 - a. All lecture classrooms, not including specialty labs.
 - b. Conference rooms. Employees should ensure they have access before reserving these rooms.
2. Multi-Purpose Spaces – Events Region. Multi-purpose spaces require coordination before reservation. Examples include NLIB 211, NVET 114, STCM 201 and PLXY 100. These spaces may require submission of an Event Request in AlamoEXPERIENCE before approval. Refer to CS 204.

For questions on Multi-Purpose Spaces, please contact nlc-events@alamo.edu.

3. Dedicated Use- Region Specific. There are many spaces on campus that are for dedicated use. This may include, but is not limited to, specialty labs, study spaces, or practices rooms/studios. These spaces in Astra are restricted based on Regions. Employees who believe they should have access to a room but do not should contact nlc-cs@alamo.edu.
4. Premier Event Space Use- Events Regions. Access to Premier Event Spaces is granted based on demonstrated need to meet specific utilization thresholds and align with the venue's specialized functions. This includes, but is not limited to, Bluebonnet (PLXY 300) and Lampasas Performing Arts Center Auditorium (NPAC 104). Use of these spaces requires an event submission per CS 204.

Attachment:

Originator: Desaree Machuca

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Approved: Thomas Walker

Title: Vice President of College Services

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