

**PALO ALTO COLLEGE
COLLEGE PROCEDURE**

Procedure Number: F 4.0
Procedure Title: On-Campus Room Reservation & Event
Requests by Internal Users
Relevant Board Procedures: [C.1.3.3 Facilities Use](#)
[G.1.4.1 Use and Access to College District Facilities](#)
Originating Unit: Office of the Vice President of College Services
Maintenance Unit: Office of Evening/Weekend Operations

- I. Purpose: To articulate the process for requesting and reserving rooms for non-academic events at Palo Alto College for members of the College District community. For room requests for organizations *not* affiliated with the Alamo Colleges see Procedure F 5.0

II. Procedure Statement:

A. There are two methods for requesting on-campus event room reservations:

1. The preferred method is to submit an online *Request Use of Facilities* form which can be accessed via the PAC webpage by clicking on the “Business & Community” link and selecting the *In-District* option under “Use of Facilities Forms.” The *Request Use of Facilities* form is transmitted to the PAC-Events@alamo.edu email address.
2. Requests can also be submitted without the *Request Use of Facilities* form by email directly to PAC-Events@alamo.edu.

The email should include event organizer’s contact information, the name of the event, event description, day & date of event, start & end times of the event, setup & cleanup time needed, preferred room, number of guests, and required technology.

B. A College Events Staff member screens requests within 24 hours and replies by email to individual who submitted the request:

- Confirming completion of the requested reservation; or
- Suggesting alternatives, if the room requested is not available; or
- Provide guidance for events (i.e. logistics, etc.)
- Requesting further information for processing the request; and
- If needed will participate on committees and/or meetings.

C. Recording of campus event room reservations:

1. On-campus room reservations must be recorded in Astra Schedule, the software used by Alamo Colleges for all academic and events scheduling. This increases accurate room utilization data in Astra reports, and diminishes potential scheduling conflicts.
 2. Event room reservation scheduling should be performed by a qualified event scheduler (i.e. College Events staff, Astra Event Scheduler) once approval has been received.
 3. Unofficial or impromptu use of rooms—even if within Alamo Colleges District policy—that have *not* been entered in Astra Schedule must give precedence to events already scheduled in the system, in case a conflict should arise.
 4. Conflicts or potential conflicts in room scheduling should be brought for resolution to the College Events Coordinator at 210-486-3016 or email PAC-Events@alamo.edu.
- D. If marketing/promotional materials are needed, the requester must submit a Footprints ticket to public relations at least 2 weeks prior to your event.
- E. If the President of the College is requested to attend, the requester must contact the Office of the President for their process and submit the online form.
- F. Work Orders and staffing for the Aquatics, Field, and Student Annex will be handled by local building staff. All other locations at a different facility, the college event staff is responsible for:
1. Submitting work orders to the IT department and/or Facilities office for set-up and breakdown of rooms that are not already in the desired configuration, or for necessary technology and equipment.
 2. Ensuring that, when finished with the room, it is returned to its previous condition
 3. Notifying DPS and/or Facilities of the event, especially if open to the public.
- G. If the event or function is cancelled or need to be modified (set up, location, time, day, etc.) the requester must notify the assigned College Event Staff member and an email to PAC-Events@alamo.edu as soon as possible.

Issued: January 15, 2009

College Events Coordinator

Updated: December 4, 2015

Approved: (signed: Dr. Mike Flores)
President