

## For Molloy College Employees Only

### Instructions for Submitting a Room Request for an Event Space

- Click **Sign in** at the top right corner of Molloy's Ad Astra homepage (<https://www.aaiscloud.com/MolloyC>). Sign in using the first part of your Molloy email address (excluding @molloy.edu) and the password you use to log into the Molloy network.
- Click the **Events** link at the top of the page, and then click **Request an Event**.
- A drop-down menu showing several options will appear. For all event spaces on the main campus, you must select the **Event Space Request Form** and then click **Next**. \*\*Please note that H239, H240 and H339 are designated as classrooms, so you must use the Classroom Request Form to request those spaces.
- Read the information at the top of the form.
- Fill in all of the required fields.
- Click the **Add a Meeting** button to enter the meeting details.
- Choose **Single**, **Multiple**, or **Recurring**:
  - Choose **Single** for an event/meeting that takes place within one day for a single block of time.
  - Choose **Multiple** if the event includes more than one meeting on different days and/or at different times, without a regular recurring pattern.
  - Choose **Recurring** if the event recurs on a regular basis (e.g. every Tuesday and Thursday from 12:30 – 1:30 p.m. within a range of dates).
- Add the rest of the meeting details:
  - **Time**
  - **Date**
  - **Meeting Name**
  - **Maximum Attendance**
  - Please note: For Multiple meetings only, once you've selected your dates from the calendar, you must click on the arrow button to the right of the calendar. The times and dates selected will then appear in the box to the right. If the meetings on different dates occur at different times, you will have to adjust the times for each date you choose and hit the arrow after each one. Otherwise, each meeting will be scheduled at the same time of day.
  - Click **Add Meeting** once you've added all of the details.
- You must choose the event space you'd like to reserve for your event. Click the **Request Rooms** button, select a room from the available options, and click **Done**. (If the room you're looking for doesn't appear, it may be unavailable or too small for the number of attendees that you entered.)
- You must provide a brief description of the set-up you will need for the event. You will still need to submit a work order through Kace as well, if/when your event is approved (see link below).
- Fill in the **Additional Considerations** box with any details you think the approver should know.
- Hit the **Submit** button at the bottom of the form. Within minutes, you should receive an automatically-generated email from Ad Astra saying that your request was received.
- Wait for the email indicating whether the scheduler has approved or declined your request. You will receive an email either way. Please note that some requests may be left pending for an extended period of time depending on scheduling restrictions in the requested space.
- If your request is approved, you will need to submit a work order through KACE for any equipment and/or media set-ups. If food will be served, please make sure to check in with the Catering Manager prior to submitting the set-up work order, to ensure that everything is included. All work orders must be received 14 business day prior to the event. For large events, all work orders must be received 30 business days prior to the event. To submit a work order, go to: <https://help.molloy.edu/>