



THE UNIVERSITY OF TEXAS
PERMIAN BASIN

AD ASTRA

How student organizations can request
an event in Ad Astra

How to request events

We are excited that your organization is planning to host an event. All events must be requested through Ad Astra so The Office of Student Life can review your request. You will complete one of two forms:

- Option 1: [Student Organization On-Campus Event Request Form](#)
 - This is for on-campus events and is a one-step process to request event approval and space on campus for the event.
- Option 2: [Student Organization Off-Campus Event Request Form](#)
 - This is for off-campus events only.

What is considered an "event"?

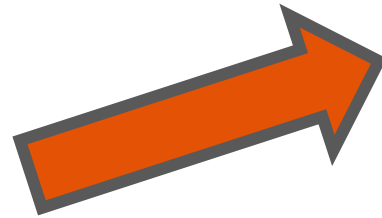
- All organization functions are considered events. Types of events include academic, community service, fundraisers, general meetings, or social/recreational. *Something you might not request would be an informal gathering of officers in an open space.*

Guidelines

- **We appreciate submission no less than two weeks before the event date. This gives us adequate time to review your event, secure space, and leave you time to properly advertise.**
- Requests not submitted on time are not guaranteed approval or a room/space. Requests with less than 7 days' notice cannot be submitted.
- Once you submit the form, your request will be sent to the Office of Student Life for review and approval.

Step 1:

Fill out the Organization Information



THE UNIVERSITY OF TEXAS **PERMIAN BASIN**

In order to reserve space on campus, student organizations must complete this form at least 14 days in advance of the desired event date. The organization officer or member who completes this form must be listed in the current roster for the organization.

Please note we recommend utilizing a desktop computer to submit this form.

Organization Information

* Contact name:

* Contact email:

* Contact phone:

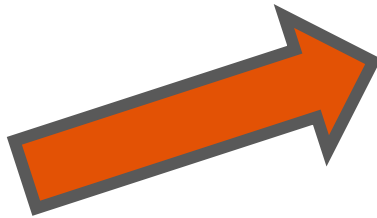
* Student organization name:

* Student organization advisor:

* Student organization advisor email:

Step 2:

Fill out the event information.



Event Information:

* Event name:

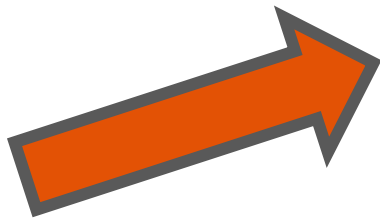
* Event description:

* Event Type:

Add Meeting(s)

- Instructions are included in the form itself if you need assistance.

[Instructions on how to add a meeting, assign a room, and assign resources.](#) *Right click on the link and select "open link in a new tab" so you are not taken away from the form itself.*



* Add a Meeting:

Add Meeting

Request Rooms

Request Resources

No meetings created. [Add Meeting](#)

Add meeting(s)

- Type
 - *Single*: one-time events
 - *Multiple*: multiple event dates without a pattern
 - *Recurring*: multiple event dates with a pattern (ex: weekly)
- Attendance
 - Max attendance will be used to show you rooms that can accommodate your numbers.
- Private
 - Select “private” if the event should not be populated in the University calendar.

Create Meeting(s)
✕

Single
 Multiple
 Recurring

Start Time: End Time:

Start Date: ✕ 📅 End Date: ✕ 📅

* Meeting Name: ✕

* Meeting Type: ✕

* Max Attendance: ⬆️⬆️

Private

Add Meeting
Cancel

Add meeting(s)

- Once you click “add meeting”, you’ll be able to see the date you have selected on the form.

*Add a Meeting:

Add Meeting



Request Rooms


Request Resources



Student Org Meeting - Thu, 02/23/2023, 04:00 PM to 04:30 PM

Create multiple meeting(s)

When selecting multiple meeting dates:

- Click on the date(s) and then click on the orange arrow  to move the information to “meetings”.
- Complete the information below and click on “Add Meeting”.

Create Meeting(s)
✕

Single
 Multiple
 Recurring

Start Time:

End Time:

Today
Clear

«
February 2023
»

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| 29 | 30 | 31 | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |

➔

Meetings

* Meeting Name:

* Meeting Type:

* Max Attendance:

Private

Add Meeting
Cancel

Create multiple meeting(s)

Once you click “add meeting”, you will be able to see the list of the multiple dates that you have selected on the form.

*Add a Meeting:

Add Meeting ! Request Rooms Request Resources

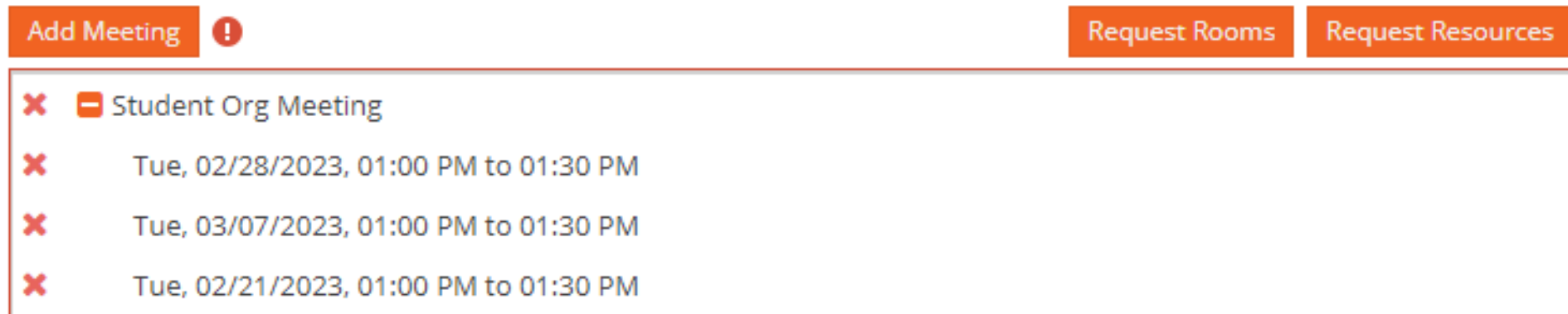
- × ▢ Student Org Meeting
- × Tue, 02/28/2023, 01:00 PM to 01:30 PM
- × Tue, 03/07/2023, 01:00 PM to 01:30 PM
- × Tue, 02/21/2023, 01:00 PM to 01:30 PM

Request Rooms

The meeting details must be entered before you can select “Request Rooms.”

This is not an option for the Off-Campus Event Request Form. For off-campus events, skip to slide 18 for additional instructions.

*Add a Meeting:

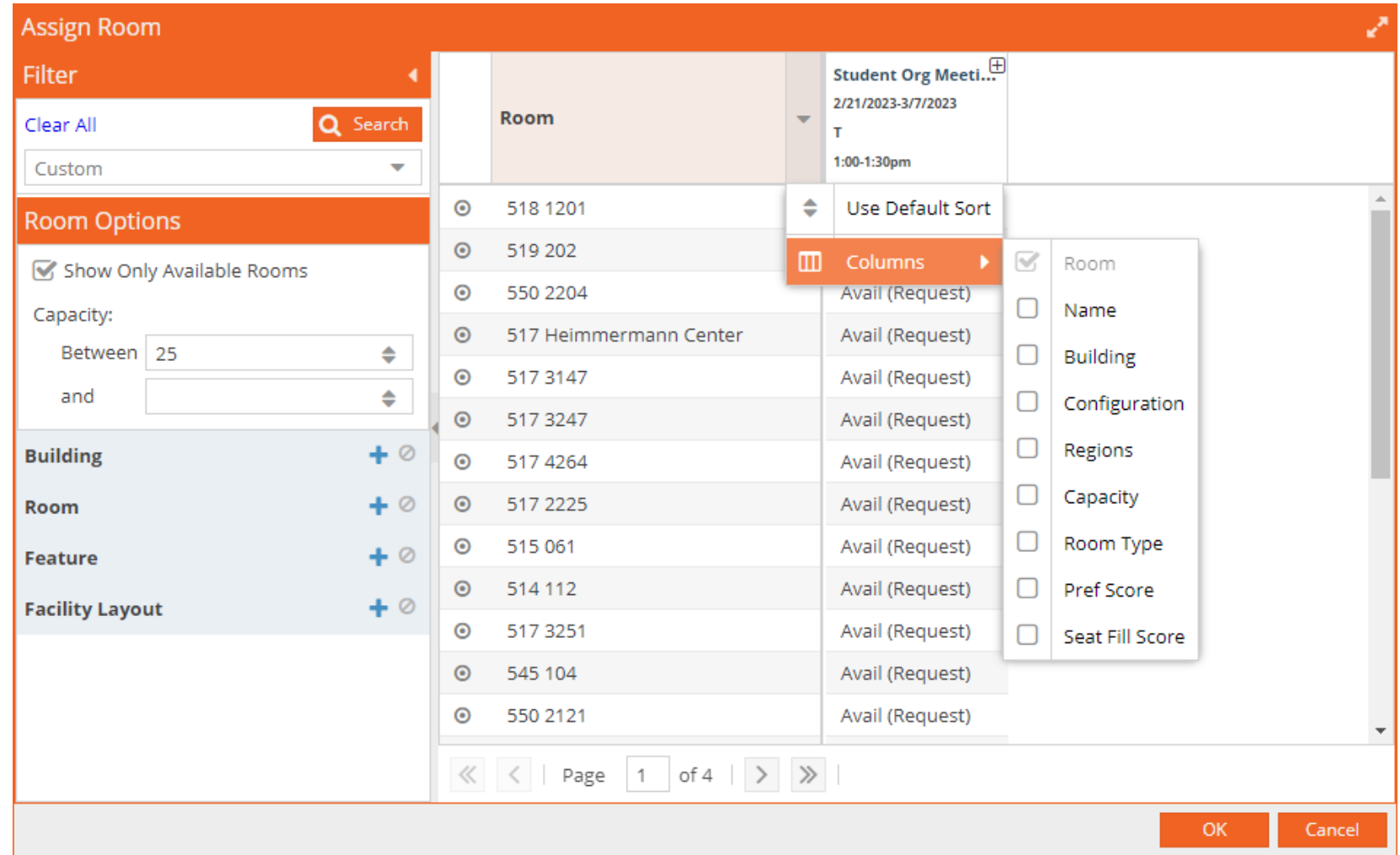


The screenshot shows a web interface for adding a meeting. At the top left is a button labeled "Add Meeting" with a red exclamation mark icon. To the right are two buttons: "Request Rooms" and "Request Resources". A large red arrow with a black outline points from the top right towards the "Request Rooms" button. Below the buttons is a list of meeting entries, each with a red 'X' icon on the left and a minus sign icon next to the meeting title.

| Meeting Title | Date and Time |
|---------------------|---------------------------------------|
| Student Org Meeting | Tue, 02/28/2023, 01:00 PM to 01:30 PM |
| | Tue, 03/07/2023, 01:00 PM to 01:30 PM |
| | Tue, 02/21/2023, 01:00 PM to 01:30 PM |

View

- To view the rooms as buildings & room numbers, please your cursor over the “Room” box and click the down arrow.
- Click “Columns” and select what you want to view. We recommend room, name, building, and capacity.
- DO NOT click “OK” on the bottom. That will take you away from this page. Just click out of the box.***



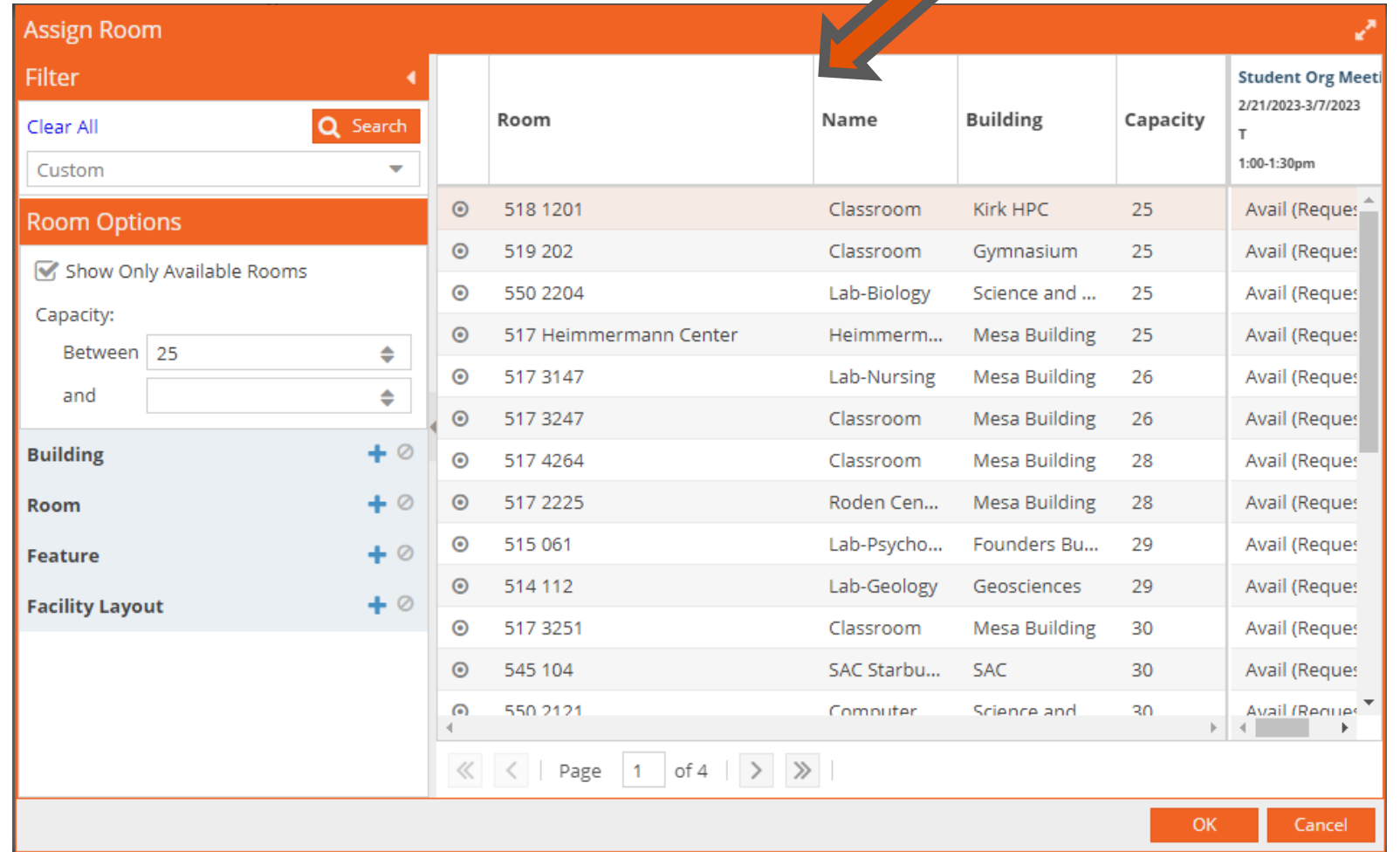
The screenshot shows the 'Assign Room' interface. On the left, there is a 'Filter' section with a search bar and a 'Room Options' section with a checked box for 'Show Only Available Rooms' and a capacity filter set to 'Between 25'. Below this are expandable sections for 'Building', 'Room', 'Feature', and 'Facility Layout'. The main area is a table with columns for 'Room', 'Availability', and 'Event'. The 'Room' column has a dropdown menu open, showing a list of rooms and a 'Columns' option. The 'Columns' dropdown menu is open, showing a list of columns to be displayed: Room (checked), Name, Building, Configuration, Regions, Capacity, Room Type, Pref Score, and Seat Fill Score. The table shows several rows of rooms, all with 'Avail (Request)' status. At the bottom right, there are 'OK' and 'Cancel' buttons.

| Room | Availability | Event |
|------------------------|-----------------|--|
| 518 1201 | | Student Org Meeti... 2/21/2023-3/7/2023 T 1:00-1:30pm |
| 519 202 | | |
| 550 2204 | Avail (Request) | |
| 517 Heimmermann Center | Avail (Request) | |
| 517 3147 | Avail (Request) | |
| 517 3247 | Avail (Request) | |
| 517 4264 | Avail (Request) | |
| 517 2225 | Avail (Request) | |
| 515 061 | Avail (Request) | |
| 514 112 | Avail (Request) | |
| 517 3251 | Avail (Request) | |
| 545 104 | Avail (Request) | |
| 550 2121 | Avail (Request) | |

How to select a room/space for on-campus events

View

- You may need to click and drag the right vertical line of the “Room” box for other options to appear.
- From here, you will only see rooms available for your meeting time, date, and attendance.



The screenshot shows the 'Assign Room' interface. On the left is a filter sidebar with sections for 'Filter', 'Room Options', and expandable categories like 'Building', 'Room', 'Feature', and 'Facility Layout'. The main area is a table with columns: Room, Name, Building, Capacity, and Student Org Meeting. A red arrow points to the right vertical line of the 'Room' column header.

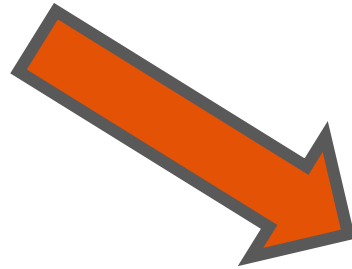
| Room | Name | Building | Capacity | Student Org Meeting |
|------------------------|---------------|-----------------|----------|--|
| 518 1201 | Classroom | Kirk HPC | 25 | 2/21/2023-3/7/2023 T 1:00-1:30pm |
| 519 202 | Classroom | Gymnasium | 25 | Avail (Request) |
| 550 2204 | Lab-Biology | Science and ... | 25 | Avail (Request) |
| 517 Heimmermann Center | Heimmerm... | Mesa Building | 25 | Avail (Request) |
| 517 3147 | Lab-Nursing | Mesa Building | 26 | Avail (Request) |
| 517 3247 | Classroom | Mesa Building | 26 | Avail (Request) |
| 517 4264 | Classroom | Mesa Building | 28 | Avail (Request) |
| 517 2225 | Roden Cen... | Mesa Building | 28 | Avail (Request) |
| 515 061 | Lab-Psycho... | Founders Bu... | 29 | Avail (Request) |
| 514 112 | Lab-Geology | Geosciences | 29 | Avail (Request) |
| 517 3251 | Classroom | Mesa Building | 30 | Avail (Request) |
| 545 104 | SAC Starbu... | SAC | 30 | Avail (Request) |
| 550 2121 | Computer | Science and | 30 | Avail (Request) |

Page 1 of 4

OK Cancel

View

- You can also use the features on the “Room Options” left-side menu to see specific spaces.
- Example: If you only want to check SAC availability, you would select “SAC” under “Building.”
- Click “done” and “search” to search options with your selected parameters.



Assign Room

Filter ◀

Clear All Q Search

Room Options

Show Only Available Rooms

Capacity:
 Between and

Building + ⌵

Room + ⌵

Feature + ⌵

Facility Layout + ⌵

Select Items ✕

✕

| | |
|-------------------------------------|-----------------------------|
| <input type="checkbox"/> | Outdoor Space |
| <input type="checkbox"/> | Parker Ranch House |
| <input type="checkbox"/> | Residence Dining Hall |
| <input checked="" type="checkbox"/> | SAC |
| <input type="checkbox"/> | Science and Technology |
| <input type="checkbox"/> | Stem Academy Building 1 |
| <input type="checkbox"/> | Stem Academy Building 2 |
| <input type="checkbox"/> | Visual Arts |
| <input type="checkbox"/> | Wagner Noel Performing Arts |

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1-17 of 17
Done

Request Resources

The meeting details/rooms should be entered before you can select “Request Resources.”

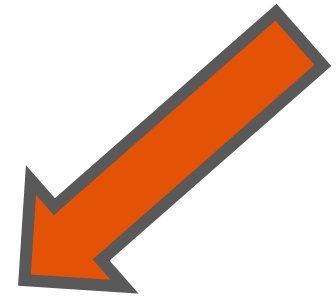
*Add a Meeting:

Add Meeting

Request Rooms

Request Resources

- ✘ Student Org Meeting
- ✘ Student Org Meeting - Tue, 02/28/2023, 01:00 PM to 01:30 PM, SAC 205
- ✘ Student Org Meeting - Tue, 03/07/2023, 01:00 PM to 01:30 PM, SAC 205
- ✘ Student Org Meeting - Tue, 02/21/2023, 01:00 PM to 01:30 PM, SAC 205



View

- You may need to click and drag the right vertical line of the “Resources” box for the full text & quantity to appear.
- You will only be able to select resources that are available. Do so by clicking on the available column and making sure it changes to “selected” and click “OK.”
- Pay attention to the page navigation at the bottom because there may be more than one page.***

Add Resource

Filter Search

Student Org Resources

| Resources ^1 | Qty | - Student Org Mee... 2/21/2023-3/7/2023 T 1:00-1:30pm |
|--------------------------------------|-----|--|
| ⊙ Sidewalk Sign | 2 | 2 Avail (Request) |
| ⊙ Snow Cone Machine | 1 | Avail (Request) |
| ⊙ Sound system (includes microphone) | 50 | 50 Avail (Reque... |
| ⊙ Sound Systems w/ 2 speakers each | 2 | 2 Avail (Request) |
| ⊙ Speaker Systems | 2 | 2 Avail (Request) |
| ⊙ Stage | 1 | Selected |
| ⊙ Stanchions | 16 | 16 Avail (Reque... |
| ⊙ Stream Services | 5 | 5 Avail (Request) |
| ⊙ Table (Black) | 50 | 50 Avail (Reque... |
| ⊙ Trash Cans | 8 | 8 Avail (Request) |
| ⊙ UTPB Connect 4 | 2 | Selected 2 of 2 |
| ⊙ UTPB Corn Hole | 3 | 3 Avail (Request) |
| ⊙ UTPB Giant Jenga | 1 | Avail (Request) |

Page 2 of 3

OK Cancel

View

- Your resources will not populate in the box with the meeting and location but will be highlighted in the “Request Resources” section.

Add Resource
↗


Filter

Student Org Resources

| Resources ^1 | Qty | - Student Org Mee... 2/21/2023-3/7/2023 T 1:00-1:30pm |
|--|-----|--|
| <input type="radio"/> Sidewalk Sign | 2 | 2 Avail (Request) |
| <input type="radio"/> Snow Cone Machine | 1 | Avail (Request) |
| <input type="radio"/> Sound system (includes microphone) | 50 | 50 Avail (Reque... |
| <input type="radio"/> Sound Systems w/ 2 speakers each | 2 | 2 Avail (Request) |
| <input type="radio"/> Speaker Systems | 2 | 2 Avail (Request) |
| <input checked="" type="radio"/> Stage | 1 | Selected |
| <input type="radio"/> Stanchions | 16 | 16 Avail (Reque... |
| <input type="radio"/> Stream Services | 5 | 5 Avail (Request) |
| <input type="radio"/> Table (Black) | 50 | 50 Avail (Reque... |
| <input type="radio"/> Trash Cans | 8 | 8 Avail (Request) |
| <input checked="" type="radio"/> UTPB Connect 4 | 2 | Selected 2 of 2 |
| <input type="radio"/> UTPB Corn Hole | 3 | 3 Avail (Request) |
| <input type="radio"/> UTPB Giant Jenga | 1 | Avail (Request) |

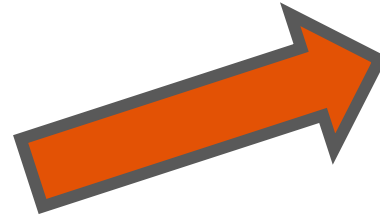
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Page 2 of 3
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⏩

OK
Cancel



Step 3:

Continue filling out the rest of the Event Information section.



* Estimated event attendance:

* Is this a political event?

- Yes
 No

* Will this event feature a non-UTPB affiliated guest speaker?

- Yes
 No

Please include the name of the guest speaker and their affiliation (if applicable):

* Will this event be co-sponsored?

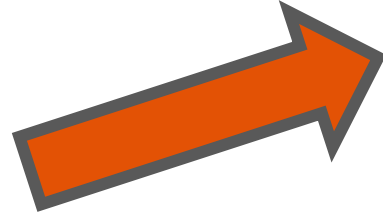
- Yes, this event will be co-sponsored by another student organization?
 Yes, this event will be co-sponsored by a University department.
 Yes, this event will be co-sponsored by a community organization.
 No, this event will not be co-sponsored.

Please include the name of the co-sponsoring organization/department (if applicable):

Step 4:

Fill out the Event Set-Up
Information section.

*The Off-Campus Event Request Form will have
slightly different questions in this section.*



Event Set-Up Information

* Set-up time:

* Breakdown time:

* Please describe the ideal setup for your event (tables, chairs, etc.):

* What are the technology needs for the event (AV equipment, projector, sound system, Tech support during the event, Wifi access):

* Will you serve food or beverages at the event?

- Yes
 No

* In the event of inclement weather, does your organization have a contingency plan in place?

- Yes, we have a back-up plan in case we need to move the event indoors due to weather.
 No, we will cancel the event if inclement weather becomes an issue.
 Not applicable. The event is taking place indoors.

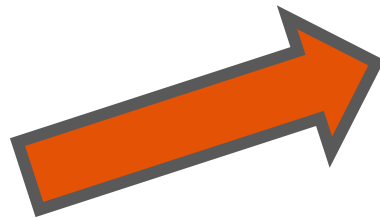
* Student organizations may have their events (not regular meetings) advertised in the weekly Student Life e-letter. The event must be approved. Would you like your event to be advertised in the Student Life e-letter?

- Yes
 No

Step 5:

Helpful Links

- We've included helpful links that allow your event to remain in compliance with University policies.



Helpful Links

Below are some helpful links that allow your event to remain in compliance with University policies.

[Facility Use and Special Use Facility Policies](#)

[Speech, Expression, and Assembly](#)

[Campus Carry Policy](#)

[Tobacco Policy](#)

[Campus Fire Safety](#)

Step 6:

Review & Submit

- You must click Submit for your request to be received.
- Please allow three business days for processing.
- You will receive an email from noreply@aais.com letting you know if your event has been approved or denied.
- Please email studentlife@utpb.edu if there are any changes to your event or if it needs to be canceled.

Helpful Links

Below are some helpful links that allow your event to remain in compliance with University policies.

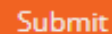
[Facility Use and Special Use Facility Policies](#)

[Speech, Expression, and Assembly](#)

[Campus Carry Policy](#)

[Tobacco Policy](#)

[Campus Fire Safety](#)



Submit



Student Organizations

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Office: 432.552.2554

SAC 212A