Online Facilities Request Form

1. Click the link below. This link is also now located on the Student Activities Webpage.

   http://ecsu-strap.easternct.edu/AstraSchedule/Portal/GuestPortal.aspx

2. 

3. Select Request Form – Clubs and Organizations and click next
4. Fill out as much information as you can in the contact information and meeting information. If you have any set-up needs (Tables, Chairs, etc) put them in the Description. If you don’t have any set-up needs, leave description blank. For meeting type select “Club Event”

Always leave Max Attendance Blank

5. Select the Date(s) and Time(s) of your meeting(s) and click create.

Note: The Start Time and End Time should include set-up and break-down
6. Under the Meetings section, highlight the event you just created by clicking the box on the left.

7. Click Request Rooms

8. A searchable list of space will pop up letting you know what rooms are available.
9. Select the + button next to Building to select necessary building for the event. Then click search to filter through the available rooms.

10. Click the space you want to reserve and click ok.
11. Review your entire reservation. If everything is correct click the submit button on the top left of the screen.
12. An email will be sent to your club account letting you know if your reservation request has been approved.

NOTE: You are submitting a request for space. This does not ensure that the space has been reserved for your event. An email will be sent to your club account letting you know if your request has been approved.