

New Reservable Campus Space

Ad Astra Room Request: Banner Pole Area on the JAYwalk

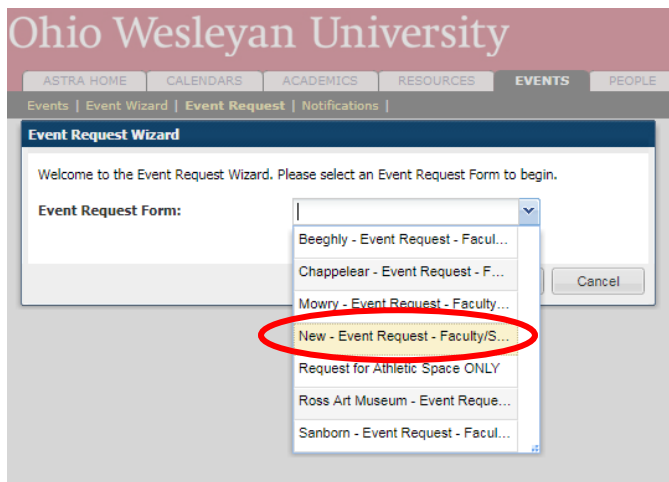
***Note:** For request to be completely confirmed a work order **MUST** be submitted through Buildings and Grounds as Ad Astra only reserves the space.

Certain special University events will take precedence using banner poles. Other than the special University events it is a 1st come 1st serve basis.

When submitting a work order through Buildings and Grounds the following information is required: an account number, the date/time the poles are to be set up and taken down, a pick up and drop off location for the banner.

***Student Clubs and Organizations:** will need to contact their advisor to submit a work order to Buildings and Grounds.

Requesting in Ad Astra:



Fill out all the necessary Event Information/Meetings

The screenshot shows the 'Event Request - New - Event Request - Faculty/Staff/Students' form. The 'Event Name' field is filled with 'Welcome to Ohio Wesleyan University Banner'. The 'Meeting Name' field is also filled with 'Welcome to Ohio Wesleyan University Banner'. The 'Meeting Type' dropdown menu is open, and the option 'Outside Events (day)' is circled in red. The 'Max Attendance' field is set to 0, and the 'Private' checkbox is unchecked. The 'Description' field is empty.

The screenshot shows the 'Meeting Recurrence' and 'Meetings' sections of the form. The 'Create' button is circled in red. The 'Meetings' table has one row with the following data:

Name	Assign rooms to selected meetings	End Time	End Date	Room
Welcome to Ohio...	11/27/2017	11:00 AM	5:00 PM	11/27/2017

The 'Meeting Recurrence' section shows the 'Single Meeting(s)' tab selected. The 'Start Time' is 11:00 AM and the 'End Time' is 5:00 PM. Two calendar views are shown: November 2017 and December 2017. The 'Assign Rooms' button is also circled in red.

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Once you have selected assign room

Filter: Capacity = 0 and Building OUTA- Outdoor-Acad.

The room is labeled: OUTA JAYwalk Banner Poles

The screenshot shows the 'Assign Room' interface. On the left, a 'Filter' panel is visible with the following settings:

- Capacity: Between 0 and [blank]
- Campus: All
- Room Type: All
- Feature: All
- Region: All
- Building (1 of 20):
 - BASH - Bashford
 - CORN - Corns
 - EDG - Edgar
 - ELL - Elliott
 - HAY - Haycock (3D Art)
 - HAYS - Hayes
 - HWCC
 - MERR - Merrick Hall
 - OUTA - Outdoor - Acad.

The main table displays the following data:

Room	Score	Welcome to O...
OUTA Br.Rickey Patio - Br Rickey...	62	Available
OUTA BEEG - Beeghly Patio/Port...	62	Available
OUTA Garden - Monnett Garden	62	Available
OUTA SL Gateway - SLGT	56	Available
OUTA SC patio - C.W.Science N...	56	Available
OUTA Ampith-HWCC - Ampitheat...	56	Available
OUTA Corns Lawn	55	Available
OUTA Sulpher Spring - SLSP	52	Available
OUTA Phillips East Lawn - PHEL	52	Available
OUTA Phillips Glen - PHGL	52	Available
OUTA JAYwalk - JAYwalk HWCC	51	Available
OUTA Lawn - Univ Hall Lawn	51	Available
OUTA JAYwalk Banner Poles	50	Selected

At the bottom of the window, there are navigation controls (Page 1 of 1, Meetings: 1 of 1) and 'OK' and 'Cancel' buttons.

Click OK and then click Submit.

*AGAIN a work order MUST be submitted through Buildings and Grounds to be completely confirmed.