1. **How Do I Request Space on Campus for a Meeting or an Event?**
   
   Visit the Space Management website at [http://www.rms.csus.edu/space/](http://www.rms.csus.edu/space/) and choose either the Web Form or the Standard Form under the Quick Links section. These instructions do not include requests for University Union or Alumni Center space.

   **Web Form** - [http://www.rms.csus.edu/space/forms/webrequest.aspx](http://www.rms.csus.edu/space/forms/webrequest.aspx)
   
   This form is appropriate to request a classroom or conference room for a University meeting under the following conditions:
   - No more than four event dates and four room assignments per date.
   - For fall and spring terms, Monday through Thursday, 7:00am-10:00pm and Friday until 5:00pm.
   - No services are requested.

   **Standard Form** - [http://www.rms.csus.edu/space/forms/standardrequest.aspx](http://www.rms.csus.edu/space/forms/standardrequest.aspx).
   
   Save and email completed form to spacemgt@csus.edu.
   
   This form must be used to request the following:
   - Classroom or conference room with more than four meeting dates.
   - For fall and spring terms, events after 5:00pm on Friday through 7:00am on Monday.
   - Outdoor areas.
   - Special facilities: University theatres, Music Recital Hall, activity rooms, labs, gyms, etc.
   - Events requiring special services.
   - A CHARTSTRING MUST BE PROVIDED ON THIS FORM.

2. **Where Can I Find Information about the Use of University Facilities for Events?**
   
   Visit the Space Management website and view the Additional Event Information section. Select the document desired. [http://www.rms.csus.edu/space/](http://www.rms.csus.edu/space/).

3. **How Do I View Events or Courses Scheduled on Campus?**
   
   Navigate to the Astra Schedule Web Client through the Space Management website and then, select Astra Schedule Web Client under Quick Links or log directly on to the Astra Schedule Web Client as a Guest User at [https://astra.csus.edu](https://astra.csus.edu). Astra Web is available 24/7 from a campus computer connection. To view off site, you need a VPN connection. Once the website appears, note on the left of the Astra home page, “Welcome Guest”. No SacLink login is required to view information. For the guest user, the Main Menu Options are Home, Announcements, Schedules, and View Rooms. Choose Schedules to view classes and events scheduled. Then select the desired report View (List, Weekly Calendar, Monthly Calendar, Daily Room Grid, or Weekly Room Grid) and filter criteria before selecting Apply Filter.

4. **How Do I Learn More About the View Features of Astra Schedule?**
   
   For training and information on how to view information in Astra Schedule go to the Space Management website and select Astra Schedule Training – Guest User tutorial or go directly to this training website: [http://www.rms.csus.edu/space/webtraining.html](http://www.rms.csus.edu/space/webtraining.html) and select Astra Schedule Campus View Access - Guest User. The tutorial demonstrates navigation using class examples but the navigational aspects are similar for viewing events, final exams, and room information.

5. **Who Can I Contact If I Have More Questions About Space Management Processes or Procedures?**
   
   Denise Ramos, Manager, Space Management
   916-278-6507, ramosda@csus.edu

   Camellia Sahm, Scheduling Coordinator
   916-278-6507, camellia@csus.edu