

HOW TO REQUEST A ROOM/EVENT

MORAVIAN COLLEGE HAUPERT UNION BUILDING

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PLEASE NOTE: THE 1098-T FEDERAL FORMS WILL BE IN THE MAIL BY JANUARY 31, 2016. THE FORM IS MAILED IN THE STUDENT'S NAME TO THE HOME ADDRESS ON FILE.

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- Log into Amos
- Click “Room Reservations- HUB” on the left menu

HUB - Room Reservations |... x

https://amos.moravian.edu/ICS/Campus_Life/HUB/Room_Reservations.jnz

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Welcome!

Room Reservations

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Make a Reservation

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Room Reservations

Rooms are available in the HUB, Doghouse & Borhek Chapel for your meeting or event. To ensure your space, please make a room request by clicking [here](#)

- Only USG recognized clubs and organizations as well as campus offices may book space on campus. Outside organizations must meet the requirements of the Event Management Office.
- It is recommended that faculty and staff use their AMOS username & password to log into AdAstra when requesting an event.
- The HUB only processes room reservations for the Hauptert Union, Borhek Chapel, the Doghouse, the 1742 Splotch, and the volleyball courts.
- Many of the HUB's rooms have projectors and display screens. For other media requests, please contact Media Services at (610) 861-1500.
- For food service or catering requests, please contact Dave Oren at (610) 861-1474.


Room Reservation Help

Meeting Rooms

[Edit Content](#)

The Air Products Room

The **Air Products Room** is a small meeting room located on the portico side of the building, adjacent to the Snyder Room. There is a table near the door for refreshments. The room can comfortably seat 15 people. The standard setup is a block of tables with chairs around it. Other popular setups are chairs in rows or in a circle, which can accommodate 20 people.



The Amrhein Room

- Click "Room Reservations"

Astra Schedule - Event Req... +

chronos.moravian.edu/AstraProd/events/EventReqForm.aspx?id=a6917f20-d7d2-11e4-bd69-9f1b803a41a3&returnURL=#vie Search

ASTRA SCHEDULE Logout meamm01 Help

ASTRA HOME CALENDARS ACADEMICS RESOURCES **EVENTS** PEOPLE REPORTING SETUP

Events | Event Wizard | **Event Request** | Notification List |

Editing... Save Cancel

Event Request (HUB, Doghouse & Borhek Chapel Room Request)

Individuals and groups interested in scheduling an event in the Hauptert Union Building, Dog House, or Borhek Chapel should complete this form to request the space.

Individuals seeking to book a space less than 48 hours in advance should contact the HUB Desk.

For questions email hubdesk@moravian.edu or call 610-861-1491.

Event Information

Event Name:*

Customer:* X

Event Description:

Sponsoring Department/Organization:*

Contact Name:* X

Contact Email:*

Contact Phone:*

Approx. Number of guests:

Do you plan to have food at your event?:*

Would there be alcohol at your event?:*

Please describe your setup needs (# of tables, # of chairs, etc.):*

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- You should be brought to the AdAstra Schedule
 - You may be prompted to you log in using your Moravian Network Account (not your G-mail information) before being directed to this form.
- Verify you are on the form labeled “Event Request (HUB, Doghouse, Borhek Chapel).
- Complete all fields with an asterisk*

Astra Schedule - Event Req... x +

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ASTRA HOME CALENDARS ACADEMICS RESOURCES **EVENTS** PEOPLE REPORTING SETUP

Events | Event Wizard | **Event Request** | Notification List |

Editing... Save Cancel

Event Request (HUB, Doghouse & Borhek Chapel Room Request)

Please provide any additional comments or questions regarding your event::

No

Event Meetings

Meeting Name*: Test Max Attendance: 0

Meeting Type*: Meeting Meeting Type: Meeting x v

Description:

☐ Private ☐ Featured ☒ Requires Room

Meeting Recurrence Meetings

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Under the “Event Meetings” Section make sure you:

- Change “Meeting Type” to Meeting
- Check “Requires Room”

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chronos.moravian.edu/AstraProd/events/EventReqForm.aspx?id=a6917f20-d7d2-11e4-bd69-9f1b803a41a3&returnURL=#vie

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ASTRA HOME CALENDARS ACADEMICS RESOURCES **EVENTS** PEOPLE REPORTING SETUP

Events | Event Wizard | **Event Request** | Notification List |

Editing... Save Cancel

Event Request (HUB, Doghouse & Borhek Chapel Room Request)

Meeting Recurrence Create

Single Meeting(s) Recurring Spanning

Start Time: 12:00 PM End Time: 5:30 PM

December 2015 January 2016

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

Meetings Assign Rooms Assign Resources Delete

| | Name | Start Date | Start Time | End Time | End Date | Room | Resources |
|--------------------------|------|------------|------------|----------|----------|------|-----------|
| <input type="checkbox"/> | None | | | | | | |

***You cannot request an event within 48 hours of the proposed date.
Please call the HUB Desk at x1491**

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For a one-time event:

- Click the “Single Meeting Tab”
- Set your meeting time & choose your date(s)
- Click “Create”

Astra Schedule - Event Req... +

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ASTRA SCHEDULE

ASTRA HOME CALENDARS ACADEMICS RESOURCES **EVENTS** PEOPLE REPORTING SETUP

Events | Event Wizard | **Event Request** | Notification List

Editing... Save Cancel

Event Request (HUB, Doghouse & Borhek Chapel Room Request)

Meeting Recurrence

Create

Single Meeting(s) Recurring Spanning

Start Time: 12:00 PM End Time: 5:30 PM

December 2015 January 2016

Meetings

Assign Rooms Assign Resources Delete

| | Name | Start Date | Start Time | End Time | End Date | Room | Resources |
|-------------------------------------|------|------------|------------|----------|------------|------|-----------|
| <input checked="" type="checkbox"/> | Test | 01/29/2016 | 12:00 PM | 5:30 PM | 01/29/2016 | | |

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- Your meeting should appear in the “Meetings” module.
- Select the checkbox next to your event name.
- Click “Assign Rooms”

Astra Schedule - Event Req... x

chronos.moravian.edu/AstraProd/events/EventReqForm.aspx?id=a6917f20-d7d2-11e4-bd69-9f1b803a41a3&returnURL=#vie

Search

Logout meamm01 Help

Assign Room

Filter

Saved Filter: HUB Room x

Room

Capacity:

Between 0 and

(custom) Search

| Room | Score | Test |
|-------------------|-------|------------------------------------|
| | | 1/29/2016 Fri 12:00pm-5:30pm |
| HAUPE PORTICO | 91 | Selected |
| HAUPE COURTYA... | 91 | Available |
| HAUPE LAROS | 89 | Available |
| HAUPE SNYDER | 89 | Unavailable |
| HAUPE PRSSRLO... | 75 | Available |
| HAUPE HALLWAY... | 70 | Available |
| HAUPE UBC | 66 | Unavailable |
| HAUPE DININGEX... | 64 | Available |
| HAUPE PAVILION | 64 | Available |
| HAUPE ARENA | 62 | Selected |
| HAUPE DINING | 58 | Available |
| HAUPE PROSSER... | 54 | Available |
| HAUPE REINHAR... | 50 | Unavailable |
| HAUPE TABLE 10 | 50 | Available |
| HAUPE CHURCH | 50 | Unavailable |
| HAUPE UNITED | 50 | Unavailable |

Page 1 of 2 Meetings: 1 of 1 Page 1 of 1

OK Cancel

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- The “Assign Room” window will appear
- Select the room(s) that you want to use;
 - You can only choose from the “Available” rooms.
 - The ones you select will appear in green
- You can use the “Filter” on the left to narrow your search.
- Click “OK” when you are done.

Astra Schedule - Event Req... +

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ASTRA HOME CALENDARS ACADEMICS RESOURCES **EVENTS** PEOPLE REPORTING SETUP

Events | Event Wizard **Event Request** | Notification List

Editing... Save Cancel

Event Request (HUB, Doghouse & Borhek Chapel Room Request)

Meeting Recurrence << Create

Single Meeting(s) **Recurring** Spanning

Start Time:* 1:00 PM End Time:* 2:00 PM

Day Pattern

Daily **Weekly** Monthly Yearly

Recur every 2 week(s) on:

U M T W R F S

Date Range

Start Date:* 01/27/16 End date: 02/26/16

End after: 1 occurrence

Meetings Assign Rooms Assign Resources Delete

| | Name | Start Date | Start Time | End Time | End Date | Room | Resources |
|--------------------------|------|------------|------------|----------|----------|------|-----------|
| <input type="checkbox"/> | None | | | | | | |

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For a recurring meeting/event:

- Click the “Recurring Meeting” Tab
- Set your time, pattern type (daily, weekly, monthly, etc.), recurrence frequency, start and end dates
- Click “Create”

Astra Schedule - Event Req... x +

chronos.moravian.edu/AstraProd/events/EventReqForm.aspx?id=a6917f20-d7d2-11e4-bd69-9f1b803a41a3&returnURL=#vie Search

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ASTRA HOME CALENDARS ACADEMICS RESOURCES **EVENTS** PEOPLE REPORTING SETUP

Events | Event Wizard | **Event Request** | Notification List |

Editing... Save Cancel

Event Request (HUB, Doghouse & Borhek Chapel Room Request)

Meeting Recurrence

Create

Single Meeting(s) **Recurring** Spanning

Start Time:* 1:00 PM End Time:* 2:00 PM

Day Pattern

Daily **Weekly** Monthly Yearly

Recur every 2 week(s) on:

U M T W R F S

Date Range

Start Date:* 01/27/16 End date: 02/26/16

End after: 0 occurrence

Meetings

Assign Rooms Assign Resources Delete

| | Name | Start Date | Start Time | End Time | End Date | Room | Resources |
|--------------------------|--------------------|------------|------------|----------|------------|------|-----------|
| <input type="checkbox"/> | Test (2 instances) | | 1:00 PM | 2:00 PM | | | |
| <input type="checkbox"/> | Test | 01/30/2016 | 1:00 PM | 2:00 PM | 01/30/2016 | | |
| <input type="checkbox"/> | Test | 02/13/2016 | 1:00 PM | 2:00 PM | 02/13/2016 | | |

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- Your meeting should appear in the “Meeting” module.
- Click the “+” to view all the individual occurrences
- Select the check boxes next to your event name.
- Click “Assign Rooms”

A screenshot of the Astra Schedule - Event Req... window. The main window shows the "Assign Room" dialog box. The dialog box has a "Filter" section on the left with "Saved Filter: HUB Room" and "Room" section. The "Room" section shows a list of rooms with their capacity and conflict status. The "Test" column shows the number of conflicts for each room. A red arrow points to the "+" button next to the "Test" column header.

| Room | Score | Test |
|-------------------|-------|-------------------|
| HAUPE PORTICO | 91 | Conflicts(1 of 2) |
| HAUPE COURTYA... | 91 | Available |
| HAUPE LAROS | 89 | Conflicts(1 of 2) |
| HAUPE SNYDER | 89 | Conflicts(1 of 2) |
| HAUPE PRSSRLO... | 75 | Available |
| HAUPE HALLWAY... | 70 | Available |
| HAUPE UBC | 66 | Conflicts(1 of 2) |
| HAUPE DININGEX... | 64 | Available |
| HAUPE PAVILION | 64 | Conflicts(1 of 2) |
| HAUPE ARENA | 62 | Available |
| HAUPE DINING | 58 | Available |
| HAUPE PROSSER... | 54 | Available |
| HAUPE REINHAR... | 50 | Conflicts(1 of 2) |
| HAUPE TABLE 10 | 50 | Available |
| HAUPE CHURCH | 50 | Conflicts(1 of 2) |
| HAUPE UNITED | 50 | Conflicts(1 of 2) |

- The “Assign Room” window will appear
- You will only see one column that outlines the number of conflicts.
- Click the “+” to the right of your Meeting Name

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Assign Room

Filter

Saved Filter: HUB Room

Room

Capacity:

Between 0 and

Search

| Room | Score | Test 1/30/2016-2/13/2016 S 1:00pm-2:00pm | 1/30/2016 Sat 1:00pm-2:00pm | 2/13/2016 Sat 1:00pm-2:00pm |
|-------------------|-------|---|-----------------------------------|-----------------------------------|
| HAUPE PORTICO | 91 | Conflicts(1 of 2) | Unavailable | Available |
| HAUPE COURTYA... | 91 | Selected | Selected | Selected |
| HAUPE LAROS | 89 | Conflicts(1 of 2) | Unavailable | Available |
| HAUPE SNYDER | 89 | Selected 1/2 | Unavailable | Selected |
| HAUPE PRSSRLO... | 75 | Selected 1/2 | Selected | Available |
| HAUPE HALLWAY... | 70 | Available | Available | Available |
| HAUPE UBC | 66 | Conflicts(1 of 2) | Unavailable | Available |
| HAUPE DININGEX... | 64 | Available | Available | Available |
| HAUPE PAVILION | 64 | Conflicts(1 of 2) | Unavailable | Available |
| HAUPE ARENA | 62 | Available | Available | Available |
| HAUPE DINING | 58 | Available | Available | Available |
| HAUPE PROSSER... | 54 | Available | Available | Available |
| HAUPE REINHAR... | 50 | Conflicts(1 of 2) | Unavailable | Available |
| HAUPE TABLE 10 | 50 | Available | Available | Available |
| HAUPE CHURCH | 50 | Conflicts(1 of 2) | Unavailable | Available |
| HAUPE UNITED | 50 | Conflicts(1 of 2) | Unavailable | Available |

Page 1 of 2 Meetings: 2 of 2

OK Cancel

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- You will now see the availability of each room for each instance of your meeting
- Select the rooms that you want to use;
 - You can only choose the “Available” Rooms.
- You can use the “Filter” on the left to narrow your search.
- Click “Ok” when you are done.

Astra Schedule - Event Req... +

chronos.moravian.edu/AstraProd/events/EventReqForm.aspx?id=a6917f20-d7d2-11e4-bd69-9f1b803a41a3&returnURL=#vie Search

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ASTRA HOME CALENDARS ACADEMICS RESOURCES **EVENTS** PEOPLE REPORTING SETUP

Events Event Wizard **Event Request** Notification List

Editing... Save Cancel

Event Request (HUB, Doghouse & Borhek Chapel Room Request)

Meeting Recurrence Create

Single Meeting(s) **Recurring** Spanning

Start Time:* 1:00 PM End Time:* 2:00 PM

Day Pattern

Daily **Weekly** Monthly Yearly

Recur every 2 week(s) on:

U M T W R F S

Date Range

Start Date:* 01/27/16 End date: 02/26/16

End after: 0 occurrence

Meetings Assign Rooms Assign Resources Delete

| | Name | Start Date | Start Time | End Time | End Date | Room | Resources |
|-------------------------------------|--------------------|------------|------------|----------|------------|------------------|-----------|
| <input checked="" type="checkbox"/> | Test (4 instances) | | 1:00 PM | 2:00 PM | | | |
| <input checked="" type="checkbox"/> | Test | 01/30/2016 | 1:00 PM | 2:00 PM | 01/30/2016 | HAUPE PRSSRLO... | |
| <input checked="" type="checkbox"/> | Test | 02/13/2016 | 1:00 PM | 2:00 PM | 02/13/2016 | HAUPE SNYDER | |
| <input checked="" type="checkbox"/> | Test | 01/30/2016 | 1:00 PM | 2:00 PM | 01/30/2016 | HAUPE COURTYA... | |
| <input checked="" type="checkbox"/> | Test | 02/13/2016 | 1:00 PM | 2:00 PM | 02/13/2016 | HAUPE COURTYA... | |

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- After you select your rooms and hit “Ok” you will be brought back to the original screen.
- Click “Save” in the top left hand corner.

Questions?

Call the HUB Desk at 610-861-1941

Email hubdesk@moravian.edu