

**PALO ALTO COLLEGE  
COLLEGE PROCEDURE**

Procedure Number: F 4.0  
 Procedure Title: Internal Room Reservation & Event Request  
 Relevant Board Procedures: C.1.3.3 Facilities Use  
G.1.4.1 Use and Access to College District Facilities  
 Originating Unit: College Operations  
 Maintenance Unit: Vice President of College Services

I. Purpose: To articulate the process for requesting and reserving rooms at Palo Alto College for members of the Alamo Colleges District community. For room requests for individuals or organizations not affiliated with the Alamo Colleges District please refer to procedure F 5.0 Use of PAC Facilities by External Organizations.

II. Procedure Statement:

A. There are two methods for requesting an event room on campus.

1. If you are only requesting a room from the list below, please contact the appropriate owner listed.

<b>Building</b>	<b>Location</b>	<b>Owner</b>	<b>Contact Info</b>
Student Center	Conference Room 130	Student Life	Student Life 210-486-3125
Concho Hall	Gallery 100	Fine Arts Dept.	Fine Arts Department 210-486-3205
Executive Offices	Conference Room 150	President's Office	President's Office 210-486-3960
Executive Offices	Conference Room 155	VPCS office	VP of College Services 210-486-3936
Aquatic/ Athletic Center	Pool/GYM/Fields	AAC Office	Aquatic/ Athletic Center 210-486-3805
Performing Arts Center	Auditorium, Recital Hall, Rehearsal Hall	Campus Operations Management	College Events 210-486-3956
STEM Center	STEM Center Conference Room	STEM Center	STEM Center 210-486-3945

2. For all other room or event space requests, login to ACES, visit the Employee tab, Footprints, Pac-Events, and submit a ticket. All requests are forwarded to the [Pac-Events@alamo.edu](mailto:Pac-Events@alamo.edu) email address. All requests should include:
  - a. Event organizer's contact information
  - b. The name of the event and description
  - c. Date of event
  - d. Start/end times and setup/cleanup times
  - e. Preferred room/space
  - f. Number of estimated guests
  - g. Required technology (if any)

### III. College Events Staff Responsibilities

1. A staff from the college events team will screen an event request within 48 hours and will reply by email to the individual who submitted the request by:
  - a. Confirming completion of the requested reservation
  - b. Suggesting alternatives, if the room requested is not available
  - c. Provide guidance for events (i.e. logistics, etc.)
  - d. Requesting further information for processing the request
  - e. If needed, will participate on committees and/or meetings
2. A staff from the college events team is responsible for submitting work orders and notifying the proper staff for the following areas:
  - a. Submit work orders to the IT department if certain technology has been requested
  - b. Submit work orders to facilities for set-up/breakdown of rooms/spaces and housekeeping if needed
  - c. Ensure that, when finished with the room, is returned to its' previous condition
  - d. Notify DPS and/or Facilities if the event is open to the public outside of normal business hours
  - e. On a weekly basis, will collect information from event owners and enter them on memo to distribute to campus police, facilities and all other parties involved with upcoming weekly events

### IV. Event Owner's Responsibilities

1. All event owners are responsible to provide the appropriate funding for any DPS, IT, and/or Facilities overtime or additional expenses that may be needed for an event. If funding is not available, event owner must go through their supervisor in order to receive next steps for funding request process.
2. If marketing/promotional materials are needed, the requester must

submit a footprints ticket or contact the Marketing and Strategic Communications department at least six weeks in advance. (Two weeks for creation, two weeks for edits/approvals, and two weeks for promotion)

3. If the President of the College is requested to attend/speak, the requester must contact the Office of the President or fill out the appropriate speaking request form. (Attachment 1)
4. If the event has been cancelled or needs to be modified (set up, location, time, day, etc.), the requester must notify the college events staff within 48 hours of event by sending an email to [pac-events@alamo.edu](mailto:pac-events@alamo.edu) or calling (210) 486-3956.
5. All large events of 100 or more participants must be brought to the Coordinator of College Risk Management to determine if a safety plan is needed.
6. If an event is not coordinated by the college events staff, the event owner is responsible for ensuring that all spaces utilized have been returned to their original layout. This includes event spaces, classrooms, break rooms, kitchen areas, etc. Arrangements should be made to pick-up any catering and any remaining food products following the event.

#### V. Recording of campus event room reservations

1. On-campus room reservations must be recorded in Astra Schedule, the software used by Palo Alto College for all academic and events scheduling. This increases accurate room utilization data in Astra reports and diminishes potential scheduling conflicts.
2. Event room reservation scheduling should be performed by a qualified event scheduler (i.e. College Events staff, Astra Event Scheduler) once approval has been received.
3. Unofficial or impromptu use of rooms—even if within Alamo Colleges District policy and Palo Alto College procedure—that have not been entered in Astra Schedule must give precedence to events already scheduled in the system in case a conflict should arise.
4. Conflicts or potential conflicts in room scheduling should be brought for resolution to the College Events Coordinator at 210-486-3956 or email [pac-events@alamo.edu](mailto:pac-events@alamo.edu).

#### Attachments:

Office of the President – Speaking Request Form

Date Created: January 11, 2016

Date Updated/ Approved: July 21, 2020

#### Approved:

(signed: Katherine Doss)

Interim Vice President of College Services

(signed: Dr. Robert Garza)  
President