

# Requesting a Space

All requests for space on campus are coordinated through the Office of Special Programming. This includes everything from setting up a table in Moody lobby to holding a meeting in the Green Drawing Room or reserving a room in the Barbee Guest House. Every event booked will appear on the Hollins Community Calendar of Events, which is on my.hollins (unless you specifically request that the meeting/event not be posted on the calendar).



Requests for space are made by submitting your request on my.hollins.edu (under the Today @ Hollins section “Request a Space” link). This will take you directly to the “**Event Request Form**” on FastBooks Online, the scheduling software we use to book events. If you are a student booking a space for an event, please contact Megan Canfield, Director of Student Activities & Orientation (362-6986 or [canfieldm@hollins.edu](mailto:canfieldm@hollins.edu)) to discuss event details before requesting a space.

The first step is to select the name of your organization and the contact person (you can add a new one here if the name you want is not on the list – please remember to fill in your email address and phone number). Enter the date of your event and the actual start time and end time of your event. Please note that the times you enter here are when your event begins and ends. If you need the room before the start time to set up or get ready for your event, please make a note of this in the “**Comments**” section. This will end up being the room start/end time. Many times the room is reserved for longer than the actual time of the event to allow for set up and tear down of the room.

Select the room or rooms that you want. You don’t need to worry about the room style. Type in the name of the meeting/event as you want it to appear on my.hollins calendar, select the type of event (meeting, concert, student social event, special event, etc.), and estimate the attendance. Select any equipment (tables, chairs, laptop, etc) that you need for the event. **Note:** If you just want a table and chairs in Moody Lobby, please select them as equipment.

Fill in a description of the event (if applicable) in the additional information box. This information will appear on the Hollins Community Events Calendar on my.hollins. This is your opportunity to give people information about your event.

Next you’ll see the “**Specific Comments and Instructions**” block. This is where you can tell us that you need the room before the actual event, how you want it set up, ask any questions, etc. This is also the place to make a note if you want to have this event more than once. For example, if you have weekly club meetings, you can enter the date of the first meeting in the request, then in the Comments section you can say you’d like to schedule it every week for the semester. There is no need to fill out a request for each meeting as we can schedule all of them from one request. If you just want us to tentatively hold the rooms for you until you get confirmation from the booking agent or other groups that you are working with, indicate this in the comments. Once you’re ready to firm up the event and have it posted to the Hollinsnet, just give us a call or an email and we’ll make the change.



Click the “**Submit Request**” button at the bottom of the screen.

This will take you to a summary page, showing all of the information you are submitting. You can make any changes necessary at this point in the process. Once the form is finished, click on the “**OK Send Request**” button. This sends your request to us. You will receive the following message:

**Your request has been submitted and a confirmation will be emailed to you once it has been approved.**

**If you need any further assistance please contact Chris Powell at 362-6225**

**or email at [cpowell@hollins.edu](mailto:cpowell@hollins.edu)**

**[Return to the Calendar](#)**

The request then comes to special programming to be confirmed in the system. If we have any questions about your request, we will call or email you to get the information we need. Sometimes the room may not be available or suitable for the type of event or meeting you wish to hold. If everything is okay, we will email a confirmation of your request. This will come as a PDF document so you will need Adobe Reader to open the document. If you don't have Adobe Reader, you can go to <http://www.adobe.com/products/acrobat/readermain.html> and download a free copy. The confirmation will have all of the information you submitted for the event. You will notice that there are two different times on the confirmation, the "**Room Start/End**" times and the "**Show Start/End**" times. The room times are the time the room is reserved for. The Show times are the actual start and end time of your event.

If you have to make any changes to your event (dates, times, changing the room, canceling the event, etc.), or notice any problems with the event please *give us a call or send us an email. You don't need to submit another event request form.*



### **Contact Us:**

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