Room Requests & Room Schedules

**THEATRE BUILDING ROOM REQUESTS**

To reserve a rehearsal room, please complete the request form:

[https://workflow.uiowa.edu/form/theatre-room-request](https://workflow.uiowa.edu/form/theatre-room-request)

Production rehearsal requests are due Friday NOON for the following week, Monday-Sunday. You will then receive your room assignment via email by 5pm Friday.

Requests received after the deadline are not guaranteed a rehearsal space, but you are still encouraged to submit the form.

Questions? Katie McClellen, 319.335.0078

**TO VIEW ROOM SCHEDULES**

- **Online schedule**
  - The online schedule is available through the Astra calendar.
  - [https://www.aaiscloud.com/UIowa](https://www.aaiscloud.com/UIowa)
  
    - Login using your HawkID and password.
    - Go to the lower left section titled Customized Collegiate Scheduling Calendars.
    - Scroll down until you see the link for "Theatre Arts Scheduling Grid".
    - You are now viewing today's usage for all the rooms and venues in the Theatre Building.
    - You can select the date, OR "WEEK," to view the usage for one room.

- **Screenshot of Astra homepage.**
  - In the bottom section, scroll down to view Theatre Arts.

  ![Astra homepage screenshot](image)

  - University Classroom Schedule Calendar
  - Level 1 University Classroom Schedule Grid
  - Scheduled Midterm Examinations Activities Calendar
  - National Examinations Activities Calendar
  - TILE Classrooms Schedule Grid
  - Customized Collegiate Scheduling Calendars
  
    - Click desired Calendar selection for activities view or check for available space. A selection of building filters are provided in pull down menu

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    - College of Law Scheduling Grid
    - College of Nursing Scheduling Grid
    - College of Public Health Office Scheduling Grid
    - Dance Scheduling Grid
    - E249 CH Level 1 Scheduling Grid
    - Field House Scheduling Grid
    - Physics and Astronomy Scheduling Grid
    - School of Music Office Scheduling Grid

  - Room Schedules posted outside of classrooms are updated Monday mornings.

  - If you submitted a room request form, you will receive a follow-up email with a request for more information or your room assignment.

  - Schedules for the following week will be available every Friday by 5:00 p.m.

  - Questions? See Katie McClellen, 107 Theatre Building.