

## Richland Room Request Process

### Room Requests:

- Employees who wish to reserve a room for **large meetings/activities/events** (e.g., One Book, Academic Planning Days, FASFA workshops, club activities, etc.) with internal and/or external participants can enter a request by completing the **Richland Campus Event Planning Worksheet** at <https://my.pennhighlands.edu/ics>.
  - Please note the building hours at <https://my.pennhighlands.edu/ics> for the date of your event. If your event **MUST** be held outside of our normal building hours, you may request that staff from Facilities, IT, and Security be scheduled on the form, if necessary.
    - ***IMPORTANT:*** If your request is approved, will be held outside of normal building hours, and your event does not require Security or Facilities staff, please note that you will be responsible for visitor access to the building, ensuring all non-employees exit the building at the event's conclusion, and that the building is secure and left the same way that you found it.
  - Submit the form to [eventrequest@pennhighlands.edu](mailto:eventrequest@pennhighlands.edu) with as much advance notice as possible, but no later than two weeks prior to the activity.
  - Allow up to two weeks for processing.
  - It will be routed accordingly and sent to Cabinet for review. Cabinet will take multiple factors into consideration including the cost of staffing the event (if held outside of normal building hours), the potential benefits of the event to the College, the time, date and location of the event.
  - You will be notified of the Cabinet decision as soon as possible following the Cabinet meeting when your request is discussed.
- Employees who wish to reserve a room for **meeting requests that will be held during normal business hours:**
  - Submit the Richland Campus Event Planning Worksheet to [eventrequest@pennhighlands.edu](mailto:eventrequest@pennhighlands.edu) (Allow at least 24 hours for processing.)
  - If the request is for a Conference Room or the LGI Room (for internal use only), in addition to submitting the event request form, employees should also schedule the meeting by entering it as the location on an Outlook meeting request in the "Location" field (A message will appear if it is unavailable.)
    - Board Room Conference Room
    - Academic Affairs Conference Room
    - Student Services Conference Room
    - LGI Room
- **External groups who wish to rent our facilities** are asked to submit the online request form on our website: <https://www.pennhighlands.edu/workforce-community/facilities-rental/>.  
This form is not for internal use.

### Spice Works Requests:

- If your request is approved, you are responsible for submitting the necessary Spice Works Requests for IT or Facilities support at <https://pennhighlandscs.on.spiceworks.com/portal>

\*Any questions regarding the room reservation process should be directed to Sonya Augustine before completing the request form.