Thank you for your interest in reserving a room/space at Lock Haven University. To request a room/space, please use the instructions below. After completing the forms, an email will be sent to you acknowledging your submission. Please review this confirmation of your request to be sure all information is accurate. If you do not receive a confirmation, please contact the appropriate scheduler. The room scheduler will then contact you after reviewing your request to determine if your request for a room/space can be approved.

- Durrwachter Alumni Conference Center – Scheduler is Dawn Gill (dms1008@lhup.edu)
- Clearfield Campus – Scheduler is Judy Hughes (jhughes@lhup.edu)
- PUB and Recreation Center – Scheduler is Pam Eichenlaub (ple751@lhup.edu)
- All other buildings and spaces – Scheduler is Marchal Rote (mrote@lhup.edu)

To view our scheduling grid to determine if the room you are looking at is available, click where indicated – you will then be able to select scheduling grids. You do not have to do this to reserve a room – this is only to provide an easier means to view what might be available.

The rooms are listed alphabetically on the left hand side. You can view by day or week. If you view by week, you will need to first select the room that you are looking for on the left, and click on it to see the week’s availability. Blue entries are academic classes and green entries are events.

Once you have found an appropriate room, date and time to request, utilize the Request Event button (shown below).

You can also go from the calendar view straight to “Request Event” as well. Instructions are the same from either origin to reserve the room, and are listed below. You will see:

Click on “Request Event”

Please select one of the four options indicating where the room you are seeking is located.

The next screen will appear. Please fill in the appropriate/required fields. If your event is less than 7 days from the date of your request, you will need to contact the scheduler directly. Be certain that the description of your event is complete and in sentence form – this information will appear on the campus calendar as appropriate.
Continue to scroll on this form to select your date and time from the left side of the screen. If you have a recurring event, you can utilize the “Recurring” tab to enter your information. Hit the “Create” button.

Next you will utilize the right side of the screen to select your building and room. First, click on the box next to the meeting information line and then click on the “Request Rooms” button.

The next screen that you will see will include a drop-down box for you to select the building first (sorry they aren’t in alpha order – we’re working on that) on the left-hand side. Once you have selected the building, the rooms are then populated into the right side of the screen. Scroll and select (click) the room/space you are interested in reserving.
If the room appears to be available, please click the “Okay” button at the bottom right corner.

If it is not available, please revise your search of buildings/rooms and/or change your requested date/time by going back to the same screens with different information. You may also click on the “click here” for the scheduling grid at the top of the form to view a variety of different spaces and dates/times.

When you have located the available room for your event, please go to the bottom of the form page and click the “submit” button. You will receive an e-mail acknowledging your submission. Please review to assure that the information is correct. The room scheduler will review your request and contact you by e-mail to indicate if your request is approved. Additional information may be required concerning equipment and furniture set up, technology needs, and food service. Your request will not be fully approved until all of this information is returned to the scheduler.

Thank you for using ASTRA Schedule for your room request needs at Lock Haven University.