



Efferson Student Union and Activities

How to Submit a Facility Request in iStrike (Internal & External Groups)
Clubs, Organizations, Departments, and External Groups,

Below are the steps to submit a **Facility Request** for both **internal groups** (departments, clubs, and organizations) and **external groups/individual students**.

For Internal Groups (Departments, Clubs, and Organizations):

1. **Log into iStrike** using your FAMU credentials at [iStrike Portal](#).
 - o **Username:** firstname#.lastname (do not include @famuedu)
 - o **Password:** Same as your iRattler credentials
 2. **Navigate to the Vertical Toolbar** on the left-hand side of the screen.
 - o Your campus involvement, affiliations, or memberships will appear as circles displaying your club, organization, or department's logo/seal.
 3. **Hover Over the Appropriate Logo/Seal**, and a blue gear will appear.
 - o Click the gear. Depending on your access level associated with your position or role, a side drop-down menu will appear.
 4. Under "**Organization Tools**," select the **second option, "EVENTS."**
 5. On the new page, locate the **blue "CREATE EVENT" button** on the middle right-hand side of the screen.
 - o Click this button to access the **iStrike Facilities Request Form**.
 6. Follow the prompts on each page, **providing as much detailed information as possible**.
 7. When you reach the **three blank screens**, click **Next** on each one, **pausing briefly** before moving forward until you reach the **Summary Page**.
 8. On the **Summary Page**, review all details, leave any notes or comments for the review committee, and **press Submit**.
 9. **IMPORTANT:** Ensure your request follows the **15-business-day rule** for all submissions.
 10. **Final Step: Give a thumbs up on your request!** Here is a helpful link to do so:
<https://famucampuslabs.com/engage/news/316330>
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For External Groups, Individual Students, and Off-Campus Organizations:

1. Visit the **Event Services page** on the official FAMU website:
[Event Services - FAMU](#)
2. Download and complete the **paper Facility Request Form**.
 - o **Provide as much detail as possible** in your event description.
3. Once the form is completed, **email it to:**
 - o **esua@famuedu**
 - o **CC:** cateatra.mallard@famuedu and felicia.barnes@famuedu
4. **External groups are still required to follow the 15-business-day policy** for all submissions.

If you have any questions, feel free to reach out.