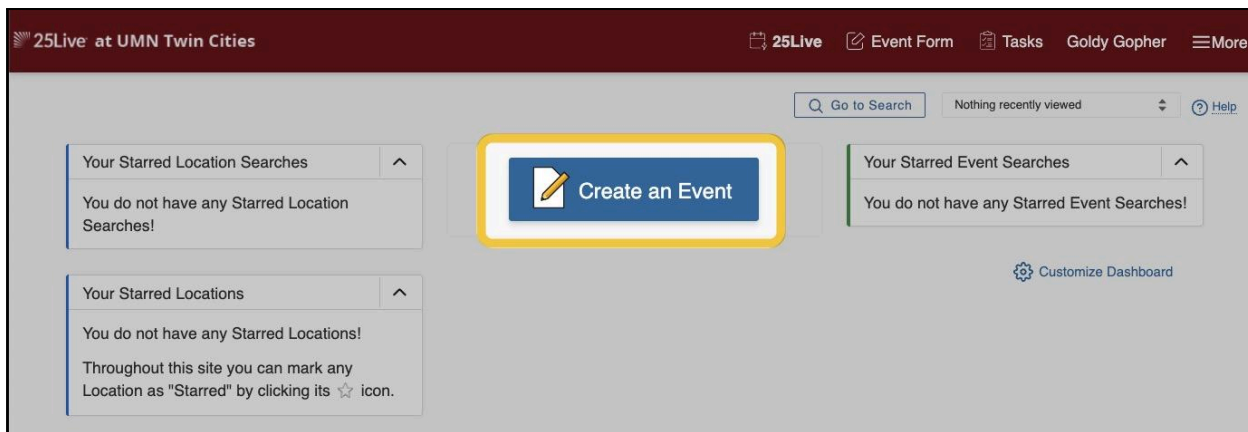


Request a room for an event | 25Live User guide

This guide will help you request the use of a room on campus for an event or meeting. Filling out the request form from the top down is required. All requests are subject to approval.

Instructions

1. Navigate to the Office of Classroom Management's [25Live web page](#) and choose your campus.
2. Log into 25 Live using your internet ID and password. Only University of MN affiliated persons can log into 25Live.
3. Click on **Create an Event** to open the form to **Request a Room for an Event**.



4. Select a **Room Type**.
 - Rooms are grouped by the department that manages them. Most requests are for General Purpose Classrooms.
 - If you do not know the manager for the room you would like to reserve, you can find it on the [room type index](#).
 - Which room type you select determines which locations are available for selection further down the form.
 - If you have a favorite room type, you can click the star next to the room type to move it to the top of the list.
5. Enter your **Event Name**.

6. Enter your **Published Calendar Name** (optional).
7. Select the **Department or Student Organization** that is responsible for the event. This is generally the unit the requestor works for or is affiliated with.
 - You can click the star next to the department you most frequently use to move it to the top of the list.
8. Enter the number of expected attendees. This is used to help ensure a room has sufficient seating space.
9. Use the **Event Description** space to enter promotional details about the event to appear on published calendars (optional).
10. Enter the event date and time.
 - If the event is recurring, use the **Repeating Pattern** button to set up a recurring pattern. Alternatively, you may also use the calendar to select ad hoc days.
 - If the event includes multiple times (e.g. Mondays at 10 a.m. and Wednesdays at 1p.m.), it is recommended you submit separate events.
 - The **Additional time** section can be used to add set up and take down time which appears separately from the event on published calendars.
11. In **Locations**, select the location(s) for your event.
 - You may need to click refresh to get a list of rooms to request for your event.
 - You can type in the name of the building in the **Search Locations** field to narrow your results.
 - Rooms are recommended based on the Room Type selected above. If you do not see the room you would like, you may need to choose a different Room Type.
12. Click the blue **Request** button to request to use that room for your event.
13. Complete questions under **Additional Event Information**, if any.
14. Add any **Further Event Information**, if you wish.
15. Read and agree to the **Terms and Conditions**.
16. Click **Save** to submit your request.

Additional details

All requests are subject to approval. You will receive a confirmation email from the room manager once your request has been approved or denied.