



Step 1– Before creating your event in 25Live:

- Complete the Facilities Set Up Request form. Facilities Set Up Request Form.pdf
- View the space details tab to determine if your desired space is reservable through 25Live or not.
- Obtain Space Approval for spaces not reservable in 25Live.
 For spaces NOT reserved in 25Live, <u>please obtain the necessary external</u> <u>approval for the space</u> you will be requesting FAC support for. Many spaces in 25Live will have approver information listed as shown but if this information is missing or inaccurate; feel free to reach out the departmental or school admin.
 - Submitting a service request within 25Live **does not** replace the need for space reservation approval.

Step 2– Create your event reservation as you normally would; moving through the Event Form completing fields until you reach the Locations section.

In the Locations section:

IF your interested space is RESERVABLE in 25Live; input the location into the search locations field. A blue Request box will display if it is available. Remember to click on the Request box; if you do not; your event will not be processed. After clicking on Request; it will show as Added below.

Add	Name –	Title –	Default – Capacity	Availability	Conflict Details	
		General				
Request	LAC-D235	LAC-D235 Lecture Room, General	40	3/3	None	
Request	LAC-D237	LAC-D237 Lecture Room, Large General (72)	72	3/3	None	

• *IF* your interested space is **NON RESERVABLE** in 25Live; you can still request FAC service but you must also obtain external approval for the space. To view which spaces are non-reservable in 25Live; use the Non Reservable spaces search to pull up a list.

Step 3— When you reach the Attached Files section; click on the Upload a file button and upload your FAC service form. You can add it later as well but it must be submitted 14 days prior to your event. —

Step 4– The next field will be Additional Event Information. It's very important **to click YES in answer to Facilities set-up/support required?** The more detail you provide in this section; the better it is for Facilities to best support

Yes
() Yes
Up 🖻
Yes
) Yes

Details List	Availability (Daily)	Availability (Weekly)	Calendar	
Comments			^	Layouts
This space is not reserved through 25Live. Contact Student Life for approval to use this space prior to submitting a FAC Service Request. This is the exterior central quad West of building E (Student Union), north of A at the LAC Campus.				Max Capacity: 8888 Default Layout: As Is
the LAC Campus.				Click on a layout name to
Default Instructions			^	Click on a layout name to Name As Is
This is the extend cent the LAC Campus. Default Instructions This space is not reserv this space prior to subm This is the extension cent	ed through 25Live. Con itting a FAC Service Re	itact Student Life for approvi quest.	ral to use	Click on a layout name to Name As Is Categories
This is the extend can the LAC Campus. Default Instructions This space is not reserv this space prior to subm This is the exterior cent the LAC Campus.	ed through 25Live. Con itting a FAC Service Re ral quad West of buildin	rlact Student Life for approv iquest. g E (Student Union), north r	ral to use of A at	Click on a layout name to Name As is Categories 25Live Unreservable Campus - LAC

Saved Search	nes (optional)	~	d2	35		×
			ОH	int! Type :: to use Serie	sQL.	
More Options	~				1	Reset Search
Add	Name -	- Title	-	Default – Capacity	Availability	Conflict Details
Added below	LAC-D235	LAC-D235 Lecture Room, General		40	3/3	None
Return to Top						

CDC-CD100 Child Development Center, Clark Ave 25Live Unreservable, Cempus - LAC, Control - Departmental Type - Classroom, Type - Classroom / Lab	
CDC-CS101 Child Development Center, Clark Ave 25, Vox Unnearvable, Campus - LAC, Control - Department, Type - Classroom, Type - Classroom, Lab	
CDC-CS111 Child Development Center, Clark Ave 25Uve Unexervable, Campus - LAC, Comort: "Departmental: type - Classroom, Type - Classroom,	
LAC-AUDITORIUM LAC-J LECC Auditorium Complex 25Live Unreservable. Campus - LAC. Seating - Fixed Type - Xudditionim: Venue Facility Complex	

Step 5–Continue completing Event Form. Make sure your room was added and that you click on Save! Your reservation will be submitted for the room reservation *request (if a reservable room was requested)* and/or to Facilities if you requested Facilities Set Up support in 25Live.