

# Campus Reservations Processes, Policies & 25Live Navigation



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# Processes & Policies

## CAMPUS RESERVATIONS TIMELINES

- Campus Reservations' turnaround policy is 7 business days.
- Please note all inquiries are processed in the order in which they are received.
- All event information should be submitted at least one month in advance if hosting a large gathering (e.g., food/attendees/vendors/decor info, etc.).
- All setup and AV information must be submitted at least 7 business days in advance. Anything submitted less than 3 business days prior to your event cannot be guaranteed.
  - **Each space has a limited number of standardized setups – custom setups cannot be accommodated.**



## CAMPUS RESERVATIONS POLICIES

- Events on campus can occur for a maximum of 5 hours and must adhere to designated start/end times. Multiple space and/or date holds are prohibited.
- General body, chapter, and study meetings can occur in person for a maximum of 1 to 2 hours per week. Additional weekly meetings must occur online.
- Tabling events on campus can occur in designated locations for a maximum of 4 hours and are limited to one tabling event per day for each requester.
  - No more than (2) students, staff, or faculty may be present per tabling event and both people must remain behind the table during any activity associated with a tabling event.
- **All additional policies can be found via this [link](#).**



# Navigating 25Live

## HOW TO RESERVE SPACE

- Please visit [25Live Pro](#) to place a reservation request. Decide which type of space is appropriate for your event— you can do so by reviewing the [Room Inventory](#) or by using the category search options in [25Live Pro](#). Here, you can find pictures, descriptions, features, setup options, and special notes regarding all reservable rooms. If needed, Campus Reservations is always happy to assist with space suggestions and 25Live training ([campus-reservations@luc.edu](mailto:campus-reservations@luc.edu)).
- Once you are ready to place your request, click on the Event Form tab in the upper-right corner of the screen. Please provide as much information as possible within the body of the form.
- Once you click finish, your request will be sent to Campus Reservations for processing.
  - ***All requests are considered drafts (no space assigned) until you receive either a tentative or confirmed reservation via email from Campus Reservations -- please see the following slide for more information regarding event states.***



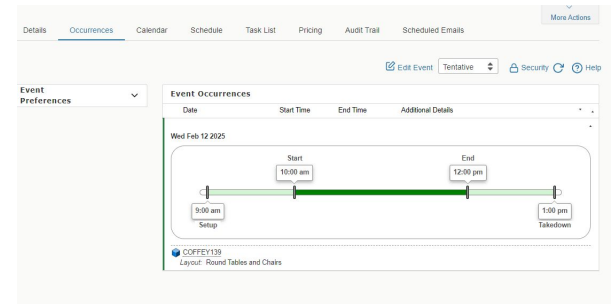
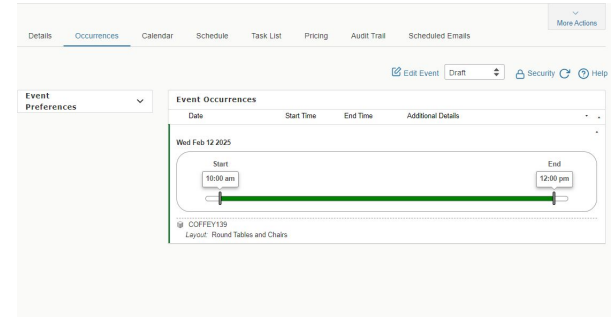
## EVENT STATE DESCRIPTIONS

- **Draft:** request is in our queue to process/pending departmental review – ***no space is assigned.***
- **Tentative:** request was processed, and space was *tentatively* assigned; however, further review/correspondence regarding event-related questions is required.
  - *You may begin to plan your event/submit an ARF/etc.*
- **Confirmed:** request was fully processed, all event-related information was received, and a confirmation email was sent by Campus Reservations.



## SETUP & TAKEDOWN VS. EVENT DURATION

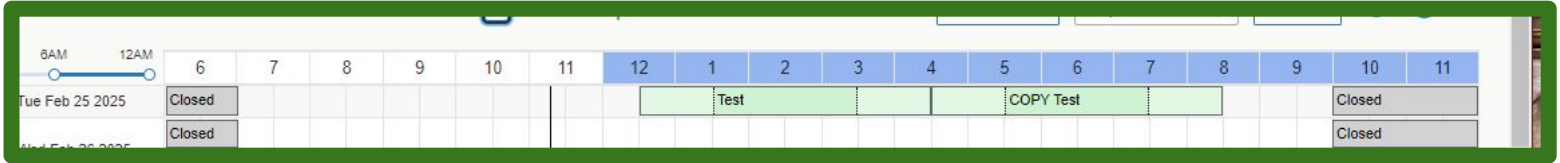
- The top-right screenshot indicates your event duration (dark green).
  - When requesting an event, please ensure your start time indicates when you wish to enter a location, and that your end time reflects when the last person (including vendors, if applicable) will leave the space.
    - ***This is the time in which your organization may access the location.***
- The bottom-right screenshot indicates a reservation once Campus Reservations has processed it and added in the required setup and takedown time (light green).
  - ***ONLY setup crews may be in a location during the designated setup and takedown times.***



## LACK OF SETUP & TAKEDOWN

- Designated time must be allotted for the crews to clean and set/reset a space based on location requirements. If this cannot be added to your reservation, you'll be asked to adjust event times, utilize the space "as is", or relocate.
  - **Example: if setup is requested in McCormick Lounge, 1 hour of setup is required prior to every event and 1 hour of takedown is required after every event ends.**

Correct:



Incorrect:



Incorrect:



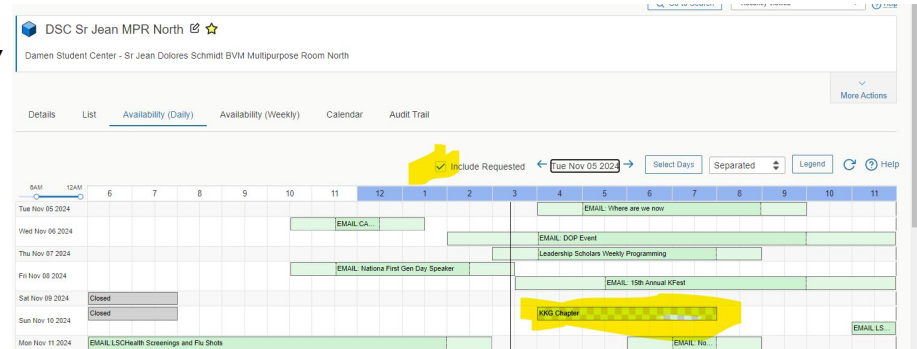
**\*\*Larger spaces (i.e., DSC Sr Jean MPR N&S) require 2 hours of setup prior to every event and 2 hours of takedown after every event ends.**



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## HOW TO CHECK SPACE AVAILABILITY

- Prior to submitting a request, make sure to always click the *Include Requested* box via the *Availability View* search when looking for an available space.
  - **This will allow you to see requests for a location that have not yet been processed but are ahead of you in our queue (see *highlighted checkerboard request in screenshot*).**
- Campus Reservations processes all drafts in the order in which they are received.
  - **If you see that a request is ahead of yours for a location, we *strongly* suggest choosing another space that has not yet been requested.**
- Please note that draft requests do not serve as space holders or guarantees that a location is and/or will be approved for your use.



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# HOW TO VIEW YOUR REQUESTS IN 25LIVE

## 1. Search Events

## 2. Events You Have Requested

## 3. View Event List

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Quick Search

Search Events

Search Locations

Search Organizations

Your Starred Event Searches

You do not have any Starred Event Searches!

Your Starred Location Searches

You do not have any Starred Location Searches!

Select Object: Events

Saved Searches (optional)

Pre-Defined Groups

Featured Events

Your Starred Events

Events In Your Starred Locations

Events Using Your Starred Resources

Events Sponsored By Your Starred Organizations

Events You Have Requested

Events You Are Scheduling

Select Object: Events

Events You Have Requested

Events You Have Requested

Calendar

Recent and Future

Recent & Future

Matching Event

Name	Title	Reference	Organizations	Type	Categories	Your Role	Start Date	Start Time	Creation Date	State
FBC NGLI Fall 2024		2024-ACWBKS	Leadership Hub	Meeting	Administrative Event	Requestor	Wed Oct 23 2024	7:30 am	Tue Jul 02 2024 10:58 am	Confirmed

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***\*\*PDF version, including images and information, is available upon request.***

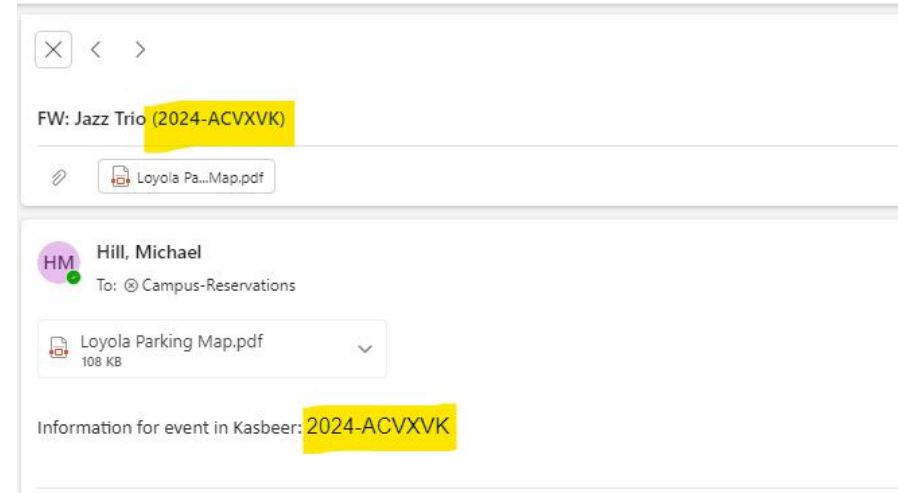


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# Communicating with Campus Reservations

## CHANGES TO EVENT DETAILS/TIMES/ETC.

- Once your draft request has been processed by Campus Reservations, you will no longer be able to make any edits via 25Live.
- Any changes to your reservation must be submitted ***in writing via email*** to Campus Reservations before we can adjust a reservation.
  - To expedite this process as much as possible, we recommend including your event **reference number** in the subject line for all email correspondence with Campus Reservations (*see highlighted example in screenshot*).
  - ***Unfortunately, changes to reservations cannot be accepted over the phone.***



## EVENT CANCELLATIONS

- Event cancellations must be submitted ***in writing via email*** to Campus Reservations.
  - Please be sure to include the event **reference number** in the subject line of your cancellation email.
- Please cancel events *at least* 3 business days in advance -- many other organizations and departments are hoping to host events during the academic year.
  - ***Failure to cancel events in advance prohibits others from hosting on our campuses and may also result in unnecessary setup/AV installation (if canceled last minute).***



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# Thank you!

Please reach out to Campus Reservations if you have any further questions. We're available via email ([campus-reservations@luc.edu](mailto:campus-reservations@luc.edu)) or phone (773-508-8117), Monday through Friday (8:30 a.m. to 5 p.m.).

Zoom tutorials regarding 25Live navigation are offered upon request.



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