Checking Location Availability
To check location availability, click the “Locations” tab of 25Live and search for the Location you want by entering the name of the space in the search bar, such as St. Robert’s Auditorium. Once the location you wish to book appears, click on it to view availability.

Do not use the “Reserve It” option as that does not represent true availability.
If you search a location and are unsure if the space will meet your needs, you can click on the "Summary" tab to view a quick rundown of the space which will list the policies for the space and will give you brief glimpse of the features in the room.

<table>
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<th>Max Capacity</th>
<th>300</th>
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**Comments**

To Reserve this space: Faculty and Staff: reserve online at www.25live.collegenet.com/lmu Student Groups: contact Student Scheduling at x82877 Off Campus: contact Conference Services at x82975 Space Policies: This location requires 2 hours between events for set up, take down, and cleaning. -No adhesive, staples, tacks or nails may be used to decorate. Blue painter's tape is the only adhesive permitted for decorating. -No smoking, candles, or open flames are permitted. Enclosed votives are acceptable. -Confetti, glitter and uncooked rice are not allowed in the facility. -Helium balloons should be used with care and must be removed at end of event. -Sponsoring organization is responsible for the removal of all trash and decorations into the trash cans. Use of prohibited items (listed above) and/or failure to clean will result in a fee of $50 or more. -All events must abide by the location's Fire Code regulations. If an event does not abide by Fire Code regulations, Conference & Event Services has the right to change, modify, and/or end the event. LMU Student Filming is allowed in this space (pending availability). Signatures required for LMU Student Filming - SFTV Head of Production (x82973) - Public Safety (x82893 - Event Scheduling (x82878)

**Features**

- Computer
- Hdmi Hookup
- Projector
- Screen
- Stage
- Vga Hookup
- Wireless Handheld Mic [3]

**Categories**

- Auditoriums (100+ Seating)
- Conference Room
- Handicapped Accessible
- Security Group: Scheduling Indoor Space
- St. Roberts Hall
You can also click the “Layouts” tab and it will give you any available pictures or diagrams that we have available in the system. These diagrams/pictures represent the room in max capacity in those specific layouts and are meant to give you an idea of how the room will look in those setups.
Once you’ve found a location that fits your needs, click the “Schedule” tab to view the rooms availability. This tab is the default tab you are taken to when view locations.

Under this tab, you will also see a calendar icon. By clicking this, you will be able to select a specific date you would like your availability search to start on.
When booking your events, please keep in mind that the Event Scheduling Office has a 5 business day booking policy that is enforced in 25Live, with a 6th day built in to serve as a buffer. If you select a date that falls within the 5 business days, you will be prompted with the message shown below.
As you look at location availability, you will see that the calendar now appears as an endless scroll and that event timeframes are now large blocks. This change is to allow an ease in browsing and reading location availability.

The time blocks you now see include setup, takedown, and actual event timeframes. When scheduling your event, please be sure to leave two hours in between the end of the previous event and the setup time of your event, as shown here.
When you see location blackouts such as above, the title of the blackout will appear at the top of the block to let you know the reason for the blackout. Examples of blackouts include Limited Student Support, University Holidays, and Tier 1 events. Depending on the blackout, an exception can be made as to whether or not an event can take place. Contact the Event Scheduling Office if you have questions regarding blackouts.
Once you’ve found the desired timeframe and made sure there are no conflicts in the locations, click the empty time slot. Once you click on the time slot, you will be redirected to the Event Wizard to book your requested event.