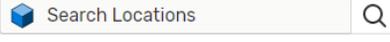
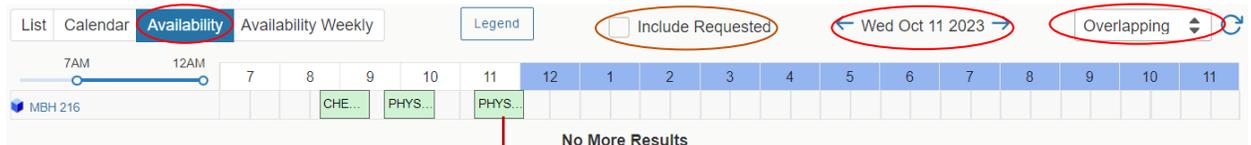


Check Availability of a Space

Event requestors can check space availability without a user account - no need to sign in! Visit the [25Live home page](#) and follow these simple instructions.

1. In the **Quick Search, Search Locations** field  in the center of the dashboard, enter a keyword (part of the space name or the space code) and click on the search icon (magnifying glass). *WARNING: If you enter a building name only, the system will load every schedulable space in that building. However, if you want a space on the 2nd floor of Bicentennial Hall, enter "MBH 2" to narrow your search.*
2. 25Live retrieves matching spaces in List view. You can view availability for all matching spaces or click on the name of a single space in the List view to view only that space.
3. Click on the **Availability** button and select the date you wish to check (click on the date for a drop-down calendar):



4. When 25Live loads your location/s, select the **Overlapping** view. It is easier for viewing multiple spaces at once.
5. 25Live displays an hourly block grid of events in the space/s you searched for on that date. Place the cursor over scheduled shaded blocks to see event details.

PHYS 0108 A 92624 202390 

Reference:
2023-ACNZBD

Title:
The Physics of Motion

Reservation:
MWF 1115-1205 CLAS 09/11

Event Time:
11:15 am - 12:05 pm

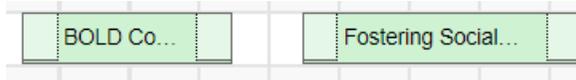
Organization(s):
PHYS

Location(s):
[MBH 216](#)

Notes & Tips:

- Click the **Include Requested** box to also see space requests that are not yet approved/confirmed, but likely to preclude your ability to reserve the space.

- Courses and events appear as green shaded blocks. Orange shaded blocks indicate reservations in nearby spaces that may impact your ability to hold an event in the space you are viewing (due to noise or traffic impacts). Axinn Winter Garden, Crossroads Café, and McCullough Center Gallery are examples of spaces with such protective “space relationships.”
- Lightly shaded blocks on either side of a reservation indicate pre and post event time assigned to that reservation. These may be necessary for event set-up or presenters’ preparations.



The **Availability Weekly** view provides a 1-week snapshot of availability for a given space. This is useful when you have flexibility in when to hold your event. If your ideal day and time are not available, you can easily identify alternative time slots.

Details List Availability (Daily) **Availability (Weekly)** Calendar

Legend Include Requested ← Sun Oct 08 2023 - Sat Oct 14 2023 → Weeks: 1 Select Days

7AM - 12AM	Sunday 10/8	Monday 10/9	Tuesday 10/10	Wednesday 10/11	Thursday 10/12	Friday 10/13	Saturday 10/14
7:00 AM							
8:00 AM		CHEM 0103 A 90002 202390		CHEM 0103 A 90002 202390			
9:00 AM		PHYS 0111 A 91407 202390	CHEM 0104 A 90017 202390	PHYS 0111 A 91407 202390	CHEM 0104 A 90017 202390		
10:00 AM							
11:00 AM		PHYS 0108 A 92624 202390	BIOL 0145 A 90698 202390	PHYS 0108 A 92624 202390	BIOL 0145 A 90698 202390		
12:00 PM							
1:00 PM							
2:00 PM							
3:00 PM		PENDING: Polarized By Degrees: R...					
4:00 PM		Polarization and Persuasion in Amer...					
5:00 PM							
6:00 PM	Middlebury Ski/Snowboard Patrol O...						
7:00 PM		CHEM 0400 A 90056 202390					
8:00 PM							
9:00 PM							
10:00 PM							

Tip: You can narrow your search with the **Select Days** button and increase the number of weeks, if you are looking for a recurring meeting time on specific days of the week.

The **Calendar** button gives a minimum 1-week view of events in calendar format. You may opt to view multiple weeks by using the Weeks dropdown.

List **Calendar** Availability Availability Weekly Show Blackouts Display Additional Time Related Locations ← Sun Oct 08 2023 - Sat Oct 14 2023 → Weeks: 1

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
October 8	9	10	11	12	13	
6:00 pm - 9:00 pm Middlebury Ski/Snowboard Patrol Outdoor MBH 216	8:40 am - 9:30 am CHEM 0103 A 90002 202390 MWF 0840-0930 CLAS 09/11 MBH 216	9:45 am - 11:00 am CHEM 0104 A 90017 202390 TR 0945-1100 CLAS 09/12 MBH 216	8:40 am - 9:30 am CHEM 0103 A 90002 202390 MWF 0840-0930 CLAS 09/11 MBH 216	9:45 am - 11:00 am CHEM 0104 A 90017 202390 TR 0945-1100 CLAS 09/12 MBH 216		
	9:45 am - 10:35 am PHYS 0111 A 91407 202390 MWF 0945-1035 CLAS 09/11 MBH 216	11:15 am - 12:30 pm BIOL 0145 A 90698 202390 TR 1115-1230 CLAS 09/12 MBH 216	9:45 am - 10:35 am PHYS 0111 A 91407 202390 MWF 0945-1035 CLAS 09/11 MBH 216	11:15 am - 12:30 pm BIOL 0145 A 90698 202390 TR 1115-1230 CLAS 09/12 MBH 216		

The **List** button shows *some* detail about the space itself:

Name	Formal Name	Categories	Features	Layouts	Max Capacity
MBH 216	McCardell Bicentennial Hall 216	Academic Space, ADA accessible - Full, ADA Restroom Close, Lecture	Air Conditioning, Aux. HDMI input, BLURAY player/Multiregion DVD/CD	Auditorium Style, Capacity as a Classroom, Fixed seating space	147

The schedule is LIVE! You may view availability now, but events may be added at *any time*. Never assume that an open time block will remain available in the future. **Always** submit an [Event Reservation Request Form](#) to secure the space you need. All dedicated use of space, regardless of purpose, is considered an “event.”

Please also request any **Pre-Event** and **Post-Event** time needed for set-up or preparation that you or a speaker or presenter may need. This should be indicated separately from the event’s actual start & end times. Event Management will add any **Setup** and **Takedown** time for service providers to complete any tasks they may have.