1. Go to 25Live Pro. (No sign-in required.)

2. Click on in the upper right of the tool bar to ensure you are on the home “dashboard.”

3. In the Quick Search box, type the name of your desired Location in the Search Locations field beside the blue cube. This is a “key word” search. You can search by name or room code.

4. When results are retrieved in List format, you will see the original Max Capacity and the current Default Capacity. The Default Capacity, if lower than the Max Capacity, indicates the COVID-19 Safety Max Occupancy.

5. Please click on the space Name to verify the COVID-19 Safety Max Occupancy.

6. Click on Details. The COVID-19 Safety Max Occupancy number will be listed in the Layouts window. It is the current default capacity. The Max Capacity number is not in effect at this time.

All classroom spaces have been evaluated for COVID-19 Safety Max Occupancy. If you find a Location that does not have the COVID-19 Safety Max Occupancy number listed, please contact the Event Management Office for guidance.

PLEASE NOTE: The COVID-19 Safety Max Occupancy number for classrooms includes the instructor. All gatherings must comply with the COVID-19 Safety Max Occupancy for the space being used.