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):

   ![Availability Grid](image)

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.

   ![Space Availability](image)

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.

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

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.