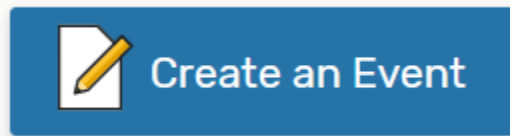


## MUB Room Reservations: How Do I Make a Room Reservation?

Please contact the Memorial Union at 906-487-2543 or [mubrooms@mtu.edu](mailto:mubrooms@mtu.edu) with any questions or concerns you may have.

1. Go to [25live.collegenet.com/pro/mtu](https://25live.collegenet.com/pro/mtu)
2. Login with your ISO (MTU email & password)
3. Click **Event Form** (upper right toolbar) or **Create an Event** (middle of screen)



4. Fill in all fields that say, "Required" or have an asterisk \* indicating they are a required field.
  - a. **Event Name (Short) (required)**
    - i. The system requires a shortened version name of the event to be entered.

**Event Name (Short) - Required** ⓘ

40 character limit

**Event Name (Long) (required)**

- i. Will appear on the digital signs outside of the meeting rooms
- ii. Should be used when placing a catering order

**Event Name (Long) - Required** ⓘ

120 character limit

c. **Event Date and Time**

- i. Choose your reservation date
- ii. Choose your actual event time
  - 1. Do not include pre-event or post-event access time here

**Event Date and Time** - Required ⓘ

Requests must be submitted at least one business day before the event.  
Weekend requests must be received by Friday during normal business hours.  
Requests will not be processed outside standard business hours.

Under **Additional Time**:

**\*Pre-Event Time** is the amount of time **your group** needs to access the space before the event.

**\*Post-Event Time** is the amount of time **your group** needs to access the space after the event.

**\*Reservation Start / Reservation End Time -- please disregard (office use only).**

For **Reoccurring Events (with same location & setup)**, use the Repeating Pattern section below.

\*Use **Repeating Pattern** button -or -

\*Select dates on **Calendar**

*If the location & setup are not the same, please complete a new form for each date.*

Sun Sep 10 2023
6:00 pm
To:
7:00 pm

This begins and ends on the same day

d. **Additional Time (not required)**

**\*\*IMPORTANT NOTE:** Disregard the “Reservation Start,” “Reservation End,” and “Reservation Duration” information located at the bottom of the “Additional Time” box. This information includes time built into the system to account for room setups and turnovers.

- i. **Setup Time** – Memorial Union Staff Use Only
- ii. **Pre-Event Time** – Enter the amount of additional time you need in the space prior to the start of your event
- iii. **Post-Event Time** – Enter the amount of additional time you need in the space after your event ends
- iv. **Takedown Time** – Memorial Union Staff Use Only

**Additional time**

**Setup Time**  
~~0~~ Days ~~0~~ Hours ~~0~~ Minutes

**Pre-Event Time**  
0 Days 0 Hours 0 Minutes ← **Customer Use**

**Post-Event Time**  
0 Days 0 Hours 0 Minutes

**Takedown Time**  
~~0~~ Days ~~0~~ Hours ~~0~~ Minutes

Reservation Start:  
~~Sun Sep 10 2023 6:00 pm~~

Reservation End:  
~~Sun Sep 10 2023 7:00 pm~~

Reservation Duration:  
~~1 Hour~~

**e. Repeating Pattern (not required)**

**\*\*IMPORTANT NOTE:** This section should **ONLY** be used for recurring reservations where every occurrence has the same location and setup. If the location and setup are not the same, please complete a new form for each date.

- i. For recurring events, click dates on the calendar that you would like to reserve a space for the same location with the same setup

Click on the calendar below to add dates or click the **Repeating Pattern** button to select a date pattern.

**Repeating Pattern** ⓘ

**Reoccurring Events (with same location & setup)**  
\*Use **Repeating Pattern** button -or -  
\*~~Select dates on Calendar~~

*If the location & setup are not the same, please complete a new form for each date.*

September 2023						
S	M	T	W	T	F	S
27	28	29	30	31	01	02
03	04	05	06	07	08	09
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
01	02	03	04	05	06	07

**Manage Occurrences**

1. If you accidentally select an incorrect date, you can click the incorrect date and a prompt (see below) will appear asking you to remove occurrence
2. Once you click "Remove," the date will be removed, and you will be brought back to the form

### Date Occurrences (Wed Oct 04 2023) ×

You may select which occurrences to be included in your availability checks and searches. Adding an item in search will only add it for the occurrences selected below.

<a href="#">Include Only Missing Locations</a>	<a href="#">Include Only Missing Resources</a>	<a href="#">View Included</a>	<a href="#">+ Add Occurrence</a>
--	--	-------------------------------	----------------------------------

Include In Search	Dates	Times	Comment	State	Remove
<input checked="" type="checkbox"/>	Wed Oct 04 2023	<input type="text" value="6:00 pm"/> <input type="text" value="7:00 pm"/>	<input type="text"/>	Active	<a href="#">Remove</a>

[Close](#) [Add Occurrence](#)

- ii. Manage occurrences allows you to add or remove occurrences and adjust the time for each occurrence (see below)

### All Date Occurrences ×

You may select which occurrences to be included in your availability checks and searches. Adding an item in search will only add it for the occurrences selected below.

<a href="#">Include Only Missing Locations</a>	<a href="#">Include Only Missing Resources</a>	<a href="#">View Included</a>	<a href="#">+ Add Occurrence</a>
--	--	-------------------------------	----------------------------------

Include In Search	Dates	Times	Comment	State	Remove
<input checked="" type="checkbox"/>	Sun Sep 10 2023	<input type="text" value="6:00 pm"/> <input type="text" value="7:00 pm"/>	<input type="text"/>	Active	<a href="#">Remove</a>
<input checked="" type="checkbox"/>	Sun Sep 10 2023	<input type="text" value="6:00 pm"/> <input type="text" value="7:00 pm"/>	<input type="text"/>	Active	<a href="#">Remove</a>
<input checked="" type="checkbox"/>	Mon Sep 11 2023	<input type="text" value="6:00 pm"/> <input type="text" value="7:00 pm"/>	<input type="text"/>	Active	<a href="#">Remove</a>
<input checked="" type="checkbox"/>	Mon Oct 02 2023	<input type="text" value="6:00 pm"/> <input type="text" value="7:00 pm"/>	<input type="text"/>	Active	<a href="#">Remove</a>
<input checked="" type="checkbox"/>	Fri Oct 13 2023	<input type="text" value="6:00 pm"/> <input type="text" value="7:00 pm"/>	<input type="text"/>	Active	<a href="#">Remove</a>
<input checked="" type="checkbox"/>	Thu Nov 02 2023	<input type="text" value="6:00 pm"/> <input type="text" value="7:00 pm"/>	<input type="text"/>	Active	<a href="#">Remove</a>
<input checked="" type="checkbox"/>	Tue Nov 21 2023	<input type="text" value="6:00 pm"/> <input type="text" value="7:00 pm"/>	<input type="text"/>	Active	<a href="#">Remove</a>

[Close](#)

f. **Number of people (required)**

- i. Please enter the anticipated attendance number
- ii. Please email any attendance adjustments to [catering-l@mtu.edu](mailto:catering-l@mtu.edu) and [mubrooms@mtu.edu](mailto:mubrooms@mtu.edu) to ensure setup and catering accuracy

**Number of People - Required** ⓘ

This can be exact or an estimate.

g. **Location (required)**

- i. Click “Refresh” to see availability

**Location - Required** ⓘ

**Default (max) Capacity** may change depending on **Layout** selected below.

Hover over the Room Number (under Name) to view the room's information.

**Locations Search** ^

Availability for this search is out of date. Click Refresh to update the results.

Refresh

- ii. The Locations Search box will expand and a list of Locations will appear

### Locations Search

Auto-Load Starred: No  Yes

Hide Conflicts  Enforce Headcount

Your Starred Locations x

Reset Search

Add	Name	Title	Default Capacity	Availability	Conflict Details
<span style="background-color: #006633; color: white; padding: 2px 5px;">Reserve</span>	34 0100	MUB - Datolite Room - 100	12	2/2	None
<span style="background-color: #006633; color: white; padding: 2px 5px;">Reserve</span>	34 0106A	MUB - Greenstone Room - 106A	12	2/2	None
Unavailable	34 0107	MUB - Alumni Lounge - 107	120	0/2	<a href="#">Conflict Details</a>
<span style="background-color: #006633; color: white; padding: 2px 5px;">Reserve</span>	34 0107A	MUB - Alumni Lounge A - 107A	24	2/2	None
Unavailable	34 0107AB	MUB - Alumni Lounge A & B - 107A & B	80	0/2	<a href="#">Conflict Details</a>

- iii. Your Starred Locations – you may star locations on your 25Live Pro dashboard and search availability for your preferred locations
- iv. Reset – allows you to start your search over again
- v. Click “Reserve” to reserve the location
- vi. Name – hovering over the blue room name will allow you to see room features, layout options, and capacity information
- vii. Default capacity - the maximum capacity is subject to change based on the selected layout
- viii. Availability – Disregard
- ix. Conflict Details – shows any conflicts with a space
  1. For “MUB Administrative Hold” conflicts, please email [mubrooms@mtu.edu](mailto:mubrooms@mtu.edu) for additional information
  2. If you are willing to use the same set as another event, there may be an opportunity for you to reserve the space

## Resources (not required)

- x. Click “Refresh” to see resources available for the selected location

### Resources (Optional)

Resources should only be requested if they are **not** a location feature.

#### Recommended Resources

Availability for this search is out of date. Click Refresh to update the results.

[Refresh](#)

### Recommended Resources

Add		Name	Quantity Available	Conflict Details
<input type="text" value="1"/>	<a href="#">Reserve</a>	Computer - Mac Adaptor (MUB)	17 / 17	None
<input type="text" value="1"/>	<a href="#">Reserve</a>	Directional Sign Holders (MUB)	10 / 10	None
<input type="text" value="1"/>	<a href="#">Reserve</a>	Dry Erase Board w/Markers (MUB)	3 / 3	None
<input type="text" value="1"/>	<a href="#">Reserve</a>	Easel (MUB)	9 / 9	None
<input type="text" value="1"/>	<a href="#">Reserve</a>	Extension Cord (MUB)	3 / 5	None
<input type="text" value="1"/>	<a href="#">Reserve</a>	Flip Chart with Stand (MUB)	5 / 5	None

- xi. Add – allows you to select a quantity and reserve the resource
- xii. Name – hovering over the blue name tells you its assigned category
- xiii. Quantity Available – indicates how many are available to reserve
- xiv. Conflict Details – shows any conflicts with a particular resource

h. **Event Type (required)**

- i. Select the type of event you will be having from the dropdown menu

**Event Type** - Required ⓘ

The Event Type determines what questions will appear under **Additional Event Information**.

Select from Types ▾

- ii. Additional Event Information questions will appear based on your selection (example below)
- iii. All questions with an \* are required
- iv. Some responses may prompt additional questions

**Additional Event Information**

\* MUB Alumni Layout (34 0107BC)

\* Are you serving food? No  Yes

\* Are you serving alcohol? No  Yes

\* Do you need a registration table? No  Yes

\* Will you be using audio video equipment in the room? No  Yes

\* First Name

\* Last Name

\* Phone Number xxx-xxx-xxxx

\* Email Address

\* Will the person above be present at the event? No  Yes

\* Are you with an external organization? No  Yes



- i. **Organization/Department/Student Org (required)**
  - i. Search for your Organization, Department, or Student Organization

**Organization / Department / Student Org - Required** ⓘ

If you cannot find your organization, enter **Organization Not In System**.

Search organizations ▼ Remove

**Memorial Union (MUB)** ☆

- ii. If you cannot find your organization, enter **Organization Not In System**
  - iii. All University organizations, departments, and student organizations should be listed
    - 1. Email [mubrooms@mtu.edu](mailto:mubrooms@mtu.edu) if your organization is not appearing
- j. **Comments (not required)**
  - i. Enter any additional information that you feel would be beneficial for Memorial Union staff to know about your event
  - ii. If you had a previous setup that you liked, you may include that information here

**Comments (Optional)**

- k. **Attached Files (not required)**
  - i. Attach any files with relevant information pertaining to your event such as a previous setup map
- l. Click “Cancel,” “Preview,” or “Save” on the bottom right corner of the form to complete your request
  - i. Cancel – deletes request
  - ii. Preview – provides you a summary of your selections
  - iii. Save – submits your request

Cancel Preview Save

- 5. After clicking Save to submit your reservation request, you will receive an email indicating that your **request has been received but NOT confirmed**.
  - a. Subject – Room Request Received – (Event Reference Number)
  - b. Attachment – includes request details
- 6. The Memorial Union strives to maximize the utilization of meeting locations to accommodate as many groups as possible. Staff will
  - a. Review your reservation request for approval
  - b. Contact you regarding event logistics
- 7. Once approved, you will receive an official confirmation email from [mubrooms@mtu.edu](mailto:mubrooms@mtu.edu)