

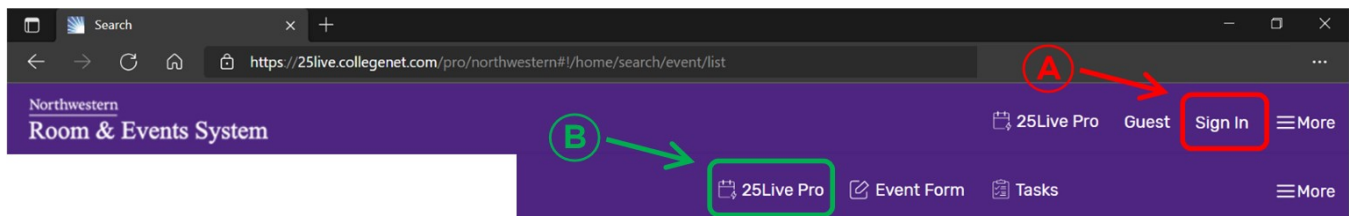
Requesting a Room in the Bienen School Using 25Live/RES Step-by-Step Instructions

Requests are permitted for three types of reservations:

- 1. Performance Rooms:** Request up to two (2) hours in a performance room—McClintock Choral and Recital Room (RCMA 1-190) or Regenstein Master Class Room (REG MCR). These requests are managed by staff members in the Concert Management Office (Pick-Staiger Concert Hall).
- 2. Chamber Ensemble Rooms:** Request up to two (2) hours in a large room with a grand piano for chamber music rehearsals—REG 117, REG 119, REG 137, and REG 139. These requests are managed by the Faculty Support Center (RCMA 2-000).

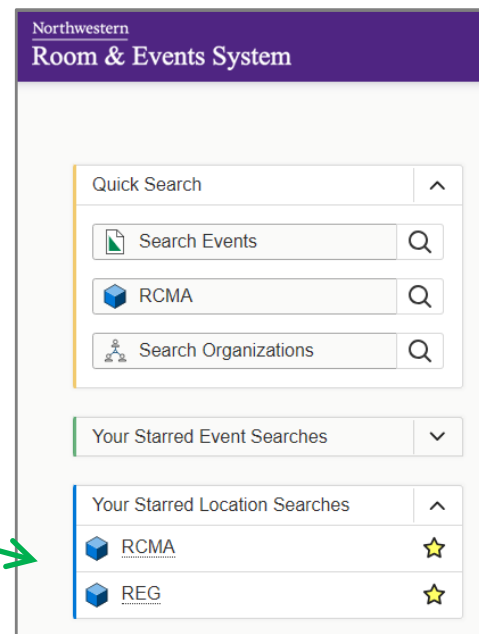
VIEW CALENDAR AVAILABILITY and RESERVE A ROOM

STEP 1: Go to <http://res.northwestern.edu>, and *Sign In* to 25Live/RES with your NetID and Password. Then, select the *25Live Pro* icon to navigate to the dashboard.



STEP 2: In the *Search Locations* box at the dashboard, search the letters “RCMA” or “REG” (no quotation marks) to see a list of all the Bienen spaces you can reserve online.

PRO TIP: Create a short-cut by saving your search, which adds it as a **starred location** on your dashboard. ★



STEP 3: Above the list of BSM spaces, select the *Availability* view to see all the room calendars at the same time. Move to a different day by clicking on the date above the list. **Pro Tip:** Check the “Include Requested” box to view requests that have already been made and are pending approval.

STEP 4: To make a request, hover over any empty half-hour slot and select the pencil and paper icon that appears, which will take you to an **Event Form**.

NOTE: Reservations can only be made at least 48 hours and no more than three weeks in advance.

STEP 5: Complete the fields on the **Event Form** (example below), and note the following:

- The *Event Name* must be entered in the following format, using your last name:
Student Reservation – LAST NAME.
- Check that the correct date is selected and set the desired request time—up to two (2) consecutive hours for performance and chamber ensemble rooms.

Event Name - Required ⓘ
Student Reservation - LASTNAME

Event Title ⓘ
Audition Recording for Chicago Civic Orchestra *Optional*

Event Type - Required ⓘ
Rehearsal - Student ☆

Sponsoring Organization - Required ⓘ
BSM ☆ Remove

Expected Head Count - Required ⓘ
2

Event Description ⓘ

File Insert Table View Format Tools
← → B I U A System Font 12pt

Event Date and Time - Required ⓘ
Mon Sep 27 2021
3:00 pm
To:
4:00 pm
Duration:
1 Hour

Additional time ▾

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

Repeating Pattern

September 2021

S	M	T	W	T	F	S
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	08	09

View All Occurrences

PRO TIP: Search and select BSM, and then click the star to make the organization easy to find in the future. ☆

REMINDER:

- Performance and chamber ensemble rooms—no more than two (2) hours

- Check that the desired location is selected, agree to the terms of use, and click the Save button to submit your request.

- Event Name
- Event Title
- Event Type
- Sponsoring Organization
- Expected Head Count
- Event Description
- Event Date and Time
- Event Location(s)
- Contact Roles for this Event
- Event Notes
- Terms of Use - Space Utilization
- Post-Save

Event Location(s) - Required (i)

Locations Search

Auto-Load Starred: No Yes

Hide Conflicts Enforce Headcount

Saved Searches (optional) x x

Hint! Type :: to use SeriesQL.

More Options v Reset

REGMCR-BSM Regenstein Master Class Room - BSM Room Reservations (grand) Capacity: 200 ★

Date	Time	Conflicts	Instructions	Attendance
Mon Sep 27 2021	3:00 pm - 4:00 pm		<input style="width: 80px;" type="text"/>	<input style="width: 40px;" type="text"/>

Remove

Contact Roles for this Event (i)

Requestor: ★ v

Scheduler: ★ v

Additional Event Contact: v

Remove

Event Notes (i)

Terms of Use - Space Utilization - Required

All groups and individuals using University space are expected to adhere to the laws of the State of Illinois, all local and federal laws, general policies, regulations, and guidelines of Northwestern University. The Requestor is expected to leave the room in the same condition in which it was found. Non-class events are welcomed, but they must not adversely impact the classroom, its contents or equipment, or the surrounding area. Organizations and/or Event Sponsors utilizing the space will be held responsible for any damage according to the space owner's policy.

I agree

After Saving This Event...

- Go To Event Details
- Create Another Related Event
- Create A Related Copy of This Event
- Continue Editing Event
- Create Another Event

STEP 6: Your request will be reviewed by the designated Bienen office, and you will receive an email confirmation when your request has been processed.