GENERAL RULES & GUIDELINES

1) There is no food or drink in the rooms and no open flame. Please do not remove chairs or stands from the rooms and please return the room to its designated set-up when you are finished.

2) Only faculty can book a performance venue (Ware, MWAT, ASP) on your behalf and must be present for your event.

   Faculty should send the request to SOMRMQR@wcupa.edu

3) Students may only request up to 2 consecutive hours for any given event—rehearsals, rushes, meetings, etc. per day. If you need more time, your faculty advisor will need to request the space on your behalf. Multiple students from the same organization may not book consecutive time slots for the same room for that organization.

4) When you book a room, we will automatically program your ID card to get you into the room for that length of time. We can’t program your card to get you in the room early. One person’s card per reservation.

5) If for whatever reason your ID doesn’t open your room, find a faculty member or custodian and show them your email reservation confirmation. Calling Public Safety should be a last resort.

6) If you need a table during the day, you can sign one out from the main office. If you need a table during the evening, you can sign one out from the music library.

7) Receptions for student recitals must be held in the student lounge (SMB203).

Revised February 2016
GETTING STARTED

Browser Support:

![Internet Explorer](https://example.com)

(Internet Explorer NOT supported)

YOU MUST BE SIGNED IN TO USE THE 25LIVE SYSTEM

Access the 25LIVE website at:

https://25live.collegenet.com/wcupa/

Click **Sign In** in the upper right-hand side of the page

- 25LIVE is accessed by using your West Chester University username and password
- For username, login using your network username **without** "@wcupa.edu".
- For password, this will change anytime you change your network password.

CHECKING ROOM AVAILABILITY

**CHECKING LOCATIONS:**
- Click the Locations tab at the top of the page
- Select the Pre-Defined Location Searches tab
- Under Search Groupings select appropriate grouping (i.e., Capacities, Features, Layouts, Public Searches)
- Choose your desired criteria from the list (i.e. 100-199, Tablet Arm Chairs, Swope Music Building) by clicking on it, then click **Run**
- Click on the Availability tab that appears below
- Click on the link next to the word "Date" (i.e. Fri May 30 2015) to choose your desired date

**USING QUICK SEARCH:**
- Click on the Home tab and locate the Quick Search box below
- Quick Search allows you to search Events, Locations, and Resources by simply entering any part of the name (i.e. Leadership Experience, Brandywine Hall, Sykes - Coat Racks, SMB203†)
- After the search results appear, click on your desired Event, Location, or Resource to expand it and receive more information

ROOMS STUDENTS MAY NOT BOOK

- SMB100 (WARE FAMILY RECITAL HALL)
- PAC140 (MADELEINE WING ADLER THEATRE)
- PHL114 (EMILIE K. ASPRUNDH CONCERT HALL)
- SMB118 (CONFERENCE ROOM)
- SMB152 (PERCUSSION ENSEMBLE ROOM)
- SMB252 (MUE LAB)
- SMB342 (CMU LAB)
- SMB344/346 (KEYBOARD LAB)

†SMB203 is the Student Lounge
*See second rule of the General Rules & Guidelines

SUBMITTING REQUESTS

***Students may only book a room for two consecutive hours per day***

After signing into 25Live click on the Event Wizard tab and complete all required fields (marked with a red *)

★ALWAYS save your event under the “Don’t Publish To Web” category ONLY.

Click **Save**
- Please allow 2 business days for your event to be reviewed
- Once reviewed and/or approved, you will receive an email from the Scheduler of your event

For information on **Editing a Reservation**, **Canceling a Reservation** or **Checking Reservation Status** please go to:

http://www.wcupa.edu/registrar/campusScheduling/quickHelp.aspx

SENIOR/GRADUATE RECITAL DRESS REHEARSAL POLICY

Students are allowed one dress rehearsal in the Ware Family Recital Hall (SMB100).

The dress rehearsal may only be as long as the students allotted recital time (½ hour or 1 hour).

The student’s lesson teacher must book the Ware Family Recital Hall and be present for the rehearsal. The faculty member will be the one given swipe card access to the recital hall.