

RULES & GUIDELINES

- 1a. Swope Music Building large ensemble spaces (SMB 100, 141, and 320) are for the sole use of School of Music courses and activities.
- 1b. School of Music students and student organizations must obtain express permission from their faculty advisor to use the SMB large ensemble spaces (SMB 100, 141, and 320). For SMB 100 a faculty member must submit the request and be present for the event.
- 1c. It is advised that you have your faculty advisor email SOMRMRQ@wcupa.edu with your room reservation requests.
2. There is no food or drink in the rooms and no open flame.
3. Please do not remove chairs or stands from the rooms and please return the room to its designated set-up when you are finished.
- 4a. Students may only request up to 2 consecutive hours for any given event---rehearsals, rushes, meetings, etc. per day; this includes pre and post event times.
- 4b. 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.
5. 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.

Rules and Guidelines Cont.

6. 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.
7. 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.
8. Receptions for student recitals must be held in the student lounge (SMB203).



School of Music Main Office (SMB 110)

Business Hours:

Fall & Spring Semesters:

Monday – Friday, 8am-4:30pm

Summer:

Monday – Friday, 8am – 4pm

*Office will be closed for major holidays, inclement weather, etc.

Revised January 2018

BOOKING A ROOM — IN — SWOPE MUSIC BUILDING



WEST CHESTER UNIVERSITY
School of Music

GETTING STARTED

Browser Support:



(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.

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 student's allotted recital time (½ hour or 1 hour). Percussion recitals will be allotted an extra ½ hour for both set up and break down.

The student's lesson professor 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. **Students will not be admitted into the Hall before their professor arrives.**

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 2020) 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. Wind Ensemble Sectional, Swope Music Building, *SMB203*†) into the appropriate box
- 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. ASPLUNDH CONCERT HALL)
SMB118 (CONFERENCE ROOM)
SMB152 (PERCUSSION ENSEMBLE ROOM)
SMB252 (MUE LAB)
SMB342 (CMT)
SMB344/346 (KEYBOARD LAB)

†SMB203 is the Student Lounge

*See first rule of the Rules & Guidelines

SUBMITTING REQUESTS

Students may only book a room for two consecutive hours maximum

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

★Students must select the appropriate organization for their reservation. School of Music Students should select their respective School of Music organization. Individual SOM students should select "No Group Affiliation: School of Music Student(s)".

★Students must explain the intention of their reservation in the Comments section. **Failure to do so will result in the reservation being denied.**

Click **Save**

- Please allow 2 business days for your event to be reviewed.
- Reservations are not accepted over weekends or holidays.
- 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:

[wcupa.edu/registrar/
campusScheduling/quickHelp.aspx](https://wcupa.edu/registrar/campusScheduling/quickHelp.aspx)