

PURPOSE

Central Michigan University, with its vast spaces, holds meetings and events year-round. 25Live is the system of record for documenting meetings and events held in university spaces.

SCOPE

This document outlines the annual calendar of meeting and event requests.

For Course Supplemental Requests, see Registrar's Office website
(<https://centralmichigan.sharepoint.com/sites/Registrar/SitePages/Academic-Space-%26-Scheduling.aspx>).

COMMITTED (NON-NEGOTIABLE) SPACE USAGE

Data	Responsible	Cadence
Courses	Registrar's Office	December – loads the following Summer, Fall, and Spring Ex. December 2025 loaded Summer 2026, Fall 2026, and Spring 2026 Updates happen multiple times a day after first sync
Commencement	President's Office	Entered as soon as determined by Faculty Agreement and Academic Calendar to include the requested time required for rehearsal(s) and outside vendor installations.
Athletic Competitions & In-Season Team Practices	Athletics	Added once available and updated as needed
University Closures & Holidays	Human Resources	Added per approval from University President and Board of Trustees
Construction	Facilities Management	Once funded/confirmed and scheduled, buildings and / or rooms are noted as offline for applicable periods of time

UNIVERSITY FACULTY & STAFF REQUESTS

University Faculty and Staff can submit express schedule, meeting and event requests when ready and are encouraged to do so with as much detail and notice as possible.

The request in 25Live serves as a central place to share updates, documentation, etc. to ensure Event teams and Event Owner (Requestor) have the same information and stay in alignment.

UNIVERSITY REGISTERED STUDENT ORGANIZATION (RSO) REQUESTS

In conjunction with Student Activities and Involvement process of RSO establishment & good standing reviews. RSOs are able to submit meeting and event requests 5 days prior to the first day of class each semester for that semester only.

RSO meeting and event requests received outside of the above time will be rejected and requestor will receive an email. A new submission will be required to confirm that RSO is in good standing at that time.

See Engage Central and [Event Planning & Space Reservations website](#) for additional process information.

EXTERNAL REQUESTS

See [Facility Use policy](#). Note: this is under revision and processes are being considered to accommodate external use of university space.

Currently, University space usage by external groups requires a sponsor that is a CMU college or department; on their behalf the designated faculty or staff member submits the request in 25Live. Sponsor accepts full responsibility for the request and any related charges (not paid by the external group).

REQUEST RESPONSE TIMES

- Meetings (location/space only)
 - Where approval is needed, within 5 business day(s).
 - Express schedule requests are automatically approved.
 - No booking contract is sent.
- Single Day and Single Location Events (location/space and services)
 - Location response / confirmation – within 2 weeks of request submission (with caveat that should activities, attendee counts, or services required change, the location may not be approved).
 - Services – confirmed at least 2 months prior to the event if all logistics provided to the event team and approved.
 - Booking Contract sent and event confirmed (no further changes) 3 weeks prior to event date.
- Multi Day and/or Multi Location Events (location/space and services)
 - Location response / confirmation – within 4 weeks of request submission (with caveat that should activities, attendee counts, or services required change, the location may not be approved).
 - Services – confirmed at least 2 months prior to the event if all logistics provided to the event team and approved.
 - Booking Contract sent and event confirmed (no further changes) 3 weeks prior to the first event date if all required logistics provided.
- Last-minute request feasibility will be determined upon receipt of all logistics; it is encouraged that submissions be done as soon as possible.

REQUEST NOTICES AND CAVEATS

- **Caveats for Requests:**

- Submitting a request does not mean that you will receive a response immediately; see response time expectations below for awareness. Be patient and kind.
- Submission Time - If you have submitted your request prior to courses, sporting events, and / or commencement are added to the 25Live system. When they are added and if your request is impacted by these events, you will be notified and if alternative options exist they will be shared.
- Course scheduling takes priority over all other meetings and events. If a future conflict is identified during the next course-loading phase, your meeting or event may need to be adjusted or rescheduled.
- Construction projects – Facilities Management may need to take spaces off-line at times to complete funded/approved projects. If your request is impacted, you will be notified and alternative options shared if available.
- In the rare case that your request needs to be adjusted for another reason, you will be notified with as much advance notice as possible.

- **Damage Responsibility Notice:**

- Any damage assessed after the use of space will be the responsibility of the reserving party. Please ensure the space is used with care and returned in good condition to avoid additional charges.
- Please return the room to its original setup before leaving. At the end of your meeting or event, ensure all tables and chairs are placed back in their original configuration. This helps us maintain a consistent layout for the next scheduled activity.

- **Space Restrictions:**

- Individual spaces have restrictions regarding allowed activities and usage. Those are visible in 25Live when selecting a location.