

PURPOSE

This procedure provides the steps and guidelines for RSOs to reserve space (locations) for meetings or events within 25Live.

25LIVE TARGET AUDIENCE

- Registered Student Organizations
- Students

RELEVANT LINKS

- [25Live Dashboard](#)
- [Engage Central](#)

GENERAL INFORMATION

To reserve a space or plan an event at CMU, student organizations must use the **25Live** scheduling tool. Follow the steps below to complete your reservation. Use the links provided for more information.

Before planning your event, check the relevant university policies:

- [RSO Handbook](#)
- [CMU Policy Directory](#)

Common policies to review:

- [Catering](#)
- [Alcohol Policy](#)
- [Solicitation and Fundraising Policy](#)
- [Minors on Campus](#)
- [Building Access](#)
- [Contract Review](#)
- [Chalking Policy](#)
- [Facility Use](#)
- [Advocacy Policy](#)

PROCEDURE STEPS

Step	Description
1	<p>Confirm RSO Eligibility</p> <ul style="list-style-type: none"> • Your organization must be registered and in good standing on Engage Central. <p>Verify your group's status on Engage Central.</p> <ul style="list-style-type: none"> • You must have: <ul style="list-style-type: none"> • Completed the RSO re-registration process. • No unpaid balances with the university. • No active student conduct sanctions. <p>Contacts for questions:</p> <ul style="list-style-type: none"> • RSO Registration: Student Activities & Involvement sai@cmich.edu 989-774-3016 • Financial Balances: onecentral@cmich.edu 989-774-3618 • Student Conduct: studentconduct@cmich.edu 989-774-1370
2	<p>Review University Policies</p> <p>Before planning your event, check the relevant university policies linked above.</p>
3	<p>Define Your Reservation Type</p> <p>Meeting: uses the space as-is, with no furniture, staffing, equipment, catering/food, set-up or event services.</p>

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	<ul style="list-style-type: none"> Examples: Weekly club meetings, study groups Locations: Academic Classrooms (excluding Large Lecture Halls), UC meeting rooms, outdoor spaces (w/ out services). Limit: One meeting per group per week. <p>Event: includes any extra services such as food, furniture, custodial support, vendor help, or setup.</p> <ul style="list-style-type: none"> Examples: Fairs, exhibitions, guest speakers, galas, concerts, ceremonies, performances, 5Ks, conferences, events with live animals, award shows Locations: Academic classrooms and large lecture halls <p>Refer to the Event Type list (link to be added) for help selecting the correct type in 25Live.</p> <p>NOTE: Express Scheduling is available for certain spaces and works on a first-come, first-served basis.</p> <ul style="list-style-type: none"> Use Express Scheduling for: Single-day reservations lasting 2 hours or less Availability: Limited locations only How to reserve: Follow the steps in the RSO Express Scheduling Guide No BOOKING CONTRACT
4	<p>Follow Submission Deadlines</p> <p>The Events Team requires adequate lead time to coordinate the approvals, verify venue availability, and secure additional resources indicated in the request. The lead times provided here are minimum suggestions. Submitting the details of your meeting or event needs as soon as possible is highly recommended.</p> <p>Submit your request based on the type of event:</p> <ul style="list-style-type: none"> 10 business days: Single-venue and single-date (No event services or support). 15 business days: Multi-venue and multi-dates (No event services or support). 21 business days minimum: Events requesting equipment, furniture, or event services and support (catering, custodial, grounds event support, vendor support, etc.)
5	<p>Prepare Your Details</p> <p>The following information is necessary for the Events Team to review your submission (venue, activities, attendees, requested layout and program) based on resource and venue availability and activity requested. Based on the proposed timeline and what you have requested you may need to remove certain requested event support aligned with what is available.</p> <ul style="list-style-type: none"> Meetings and Events: <ul style="list-style-type: none"> Date and time (plus alternate space options typically 2-5) Preferred and alternate location (typically 2-5) Expected number of attendees Events: <ul style="list-style-type: none"> Requested additional time for team set-up and clean-up time Audiovisual equipment All specific activities, such as crafts, games, inflatables, set-up materials External guests or minors attending Proposed Furniture layout Proposed program Proposed food or drink (menu) Items that you or your campus partners are bringing into the venue, such as proposed furniture, technology, awards, any and all set-up materials

Step	Description
	Remember, adding food, furniture, or equipment changes your reservation from a “Meeting” to an “Event” and impacts the event service approvals, venue availability, and lead times required for your event to be processed.
6	<p>Submit Your Request in 25Live</p> <p>Use the 25Live platform to submit your reservation.</p> <ul style="list-style-type: none"> Identify one main contact person in the submission form who will be responsible for ALL communications with the Events Team (request questions, event questions, walk-throughs, etc.) Provide the required details and event logistics beginning with the first communication to avoid delays and to be sure the events teams know the complete scope or program needs from beginning to end. <p>You will receive a confirmation email indicating your request submission was submitted and has entered the meeting or event queue. The Events Team will follow up if more information is needed to proceed. Refer to the Modify or Cancel Request section below for additional information.</p> <p>The Requesting a Meeting and Requesting an Event guides will provide more details to explain the information expected within the fields on the request form as well as the emails you will receive from 25Live.</p>
7	<p>Finalize Your Booking</p> <ul style="list-style-type: none"> The primary person indicated on the submission form will be contacted if the Events Team requires clarification or additional details for your request, or in cases when a requested activity (or service) or when the entire event is not approved by service providers. You will receive an Event Booking Contract confirming your space and services when the space and event services have been approved and if you have submitted within the deadlines.
8	<p>Modify or Cancel the Request:</p> <ul style="list-style-type: none"> Modifications to the request are possible by contacting the Events Team and including the 25Live reference number Modifications to the request must be within the deadline window based on the requested activities and event services. The details of the event are locked in once the Event Booking Contract has been issued, and changes are not possible after this happens. If you wish to cancel your request, navigate to the event details page for the specific event and select “Cancel” from the available dropdown. This action will change the status of your request and release any tentative holds on resources. Charges may be incurred if the reservation request is cancelled after event work or services have been initiated.
9	<p>After the Event:</p> <ul style="list-style-type: none"> Events will be invoiced when all event service providers have processed the associated services and charges, typically within 30 days of the event. You are responsible for any costs related to damage or extra services.
10	<p>Also remember to add your event to the Engage Central calendar</p> <p>Your event is considered final and confirmed once all approvals and details have been established with the Events Team. Until this final confirmation is received, your event is still being processed and could be subject to change based on venue availability and coordinated resources needed. It is recommended that you wait for the final confirmation from the 25Live system, or from the Events Team before publishing your event.</p> <p>It is also necessary to follow the timeline requirements based on your specific activities and event type.</p> <p>To add the event to the calendar, go to your organization’s page on Engage Central and create an event in the Engage Central Calendar to promote your event. It is not required but encouraged to create an event on Engage to promote</p>

Reserving a Space (location) for RSO needs in 25Live

Effective Date: 8/25/2025

Author: Event Planning & Space Reservations Team

Step	Description
	your event. It will be your responsibility to update the information on your event as you receive the booking contract and other details for your space reservation.

VERSIONING

Version	Date	Who	Changes
1	08/25/2025	Business Process Analyst	Version 1