

Room Reservation

1. Reserving rooms is necessary before ordering food for an event. This helps you understand how much time is available for catering and the org to setup for an event, without interrupting other events or classes.

2. The room reservation website will show any conflicts for a certain room, and it is suggested to request a room be reserved for 30 minutes prior to the event starting and 30 minutes after it ends, to avoid any overlap.

3. Reserving a room before ordering food also ensures that you will have an accurate room number to provide on your food order. After a room is reserved, the org member will receive email confirmation – they will also be contacted if any changes need to be made.

4. 25Live can be used to reserve rooms in the law school. For reserving spaces such as the 11th Floor Terrace in DePaul Center, please contact Nicole Pinkey at npinkey@depaul.edu

NOTE: including a room number in DeHub event approval DOES NOT reserve a space for your event. DeHub event approval is separate from room reservation. Not reserving a space in 25Live could result in event conflicts

*Please see the screenshots below for a guide on reserving rooms via 25Live:

<https://25live.collegenet.com/pro/depaul#!/home/search/event/list>

**Note that your reservation is NOT confirmed until you receive a confirmation email!
Any changes to your reservation need to be requested AND approved. In addition,
room confirmation does NOT mean that your event is approved. Event Approval
comes from Ana Vazquez-Rivera via Dehub**

Note: You cannot reserve rooms in DeHub



Event Name - Required ⓘ

3/10 xyz meeting

Event Type - Required

Law Student Event ☆ ▼

Department or Organization - Required ⓘ

College of Law ☆ ▼ [Remove](#)

Can input College of Law or Org name, either or.

Estimated Attendance - Required

15

Event Description - Required

File Insert Table View Format Tools

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3/10 xyz event (I label it this way to easily find receipts in my email later if needed, if I search 3/10, the confirmation email for this will quickly come up for reference)

Date and Time - Required

Sun Mar 12 2023

3:00 pm

To:

4:00 pm

This begins and ends on the same day

Duration:
1 Hour

Additional time ⓘ ***Do not edit additional time-** I was told this might cause trouble with the reservation, and that it is best to reserve rooms one at a time even if the event will occur again.

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

[Repeating Pattern](#) **Do not edit repeating pattern sect.**

« < March 2023 > » Ca

~~Additional time~~

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

Repeating Pattern

View All Occurrences

Locations - Required

Locations Search

Auto-Load Starred: No Yes

Hide Conflicts Enforce Headcount

Law School

Can type in Law school to see all the available rooms to reserve, or leave that section blank, reset if need be, and type in the 2nd bar the room number, and you should find it below.

Add	Name	Title	Default Capacity	Availability	Conflict Details
<input type="button" value="Request"/>	LEWIS_100A	Lewis Center 100A - Welcome Center	14	1/1	None
<input type="button" value="Request"/>	LEWIS_241	Lewis Center 241 - General Classroom	101	1/1	None
<input type="button" value="Request"/>	LEWIS_242	Lewis Center 242 - General	60	1/1	None



Locations Search

Auto-Load Starred: No Yes

Hide Conflicts Enforce Headcount

Search Filters ▼

Saved Searches (optional) ▼

lewis 341

i Hint! Type :: to use SeriesQL.

Reset

Search

Add	Name	Title	Default Capacity	Availability	Conflict De
Request	LEWIS_341	Lewis Center 341 - General Classroom	79	1/1	None

Additional Information

* 01) Continuing Legal Education? No Yes

* 02) Professional responsibility credits? No Yes

* 03) Charging admission/registration? No Yes

* 04) If yes, what is the cost? (0 if n/a)

* 05) Do you require AV setup? No Yes

* 06) Catering w Chartwell or own food?

* 07) Event serves a charitable purpose?



* 07) Event serves a charitable purpose? No Yes

* 08) Will there be advertising? No Yes

* 09) Will alcoholic beverages be served?
** If alcohol was approved and will be served, select "yes"* No Yes

* 1) Enter your first and last name

* 10) Will you require security officers? No Yes

* 2) Enter your email address

* 3) Enter your phone number

[Add a Custom Attribute](#)

* 3) Enter your phone number

[Add a Custom Attribute](#)

Comments

here"/>

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

[Cancel](#) [Preview](#) [Save](#)