# Viewing Location Details

You can always view the complete details of a location in 25Live, including the ability to check availability and see a calendar of events.

Sign in to 25Live at https://25live.collegenet.com/pro/bu using your personal BU login and Kerberos password.

To view location details, follow the steps outlined in this guide.

Step 1: Find a Location

Find a location by searching for it with a keyword in the location name. Use the location search in the **Quick Search** feature on the 25Live dashboard to find a location.
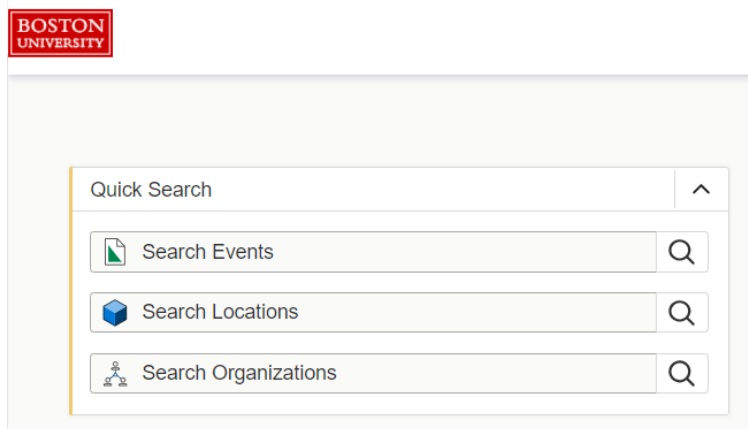
You can search by 3-letter building code, actual room number, or keyword in a formal location name. 25Live will return a list of results. Click on a location name to view its details.

Step 2: View Location Details

Once you open a location, you will see tabs for **Details**, **List**, **Availability (Daily)**, **Availability (Weekly)**, and **Calendar**. These tabs will stay visible on the screen as you navigate between them.

Step 3: Details

The **Details** tab will provide you with all the relevant information about a location, including comments, any default instructions, room features, open and closed hours, layouts, categories, related spaces, location scheduler, and photos.

Comments may appear on a location and provide information such as related locations, rental fees, and availability restrictions. Not all locations will have comments. Here are some examples:

Comments ⌃
GSU Metcalf Hall includes the Large and Small Ballrooms, East Balcony, and Stone Lobby.

Comments ⌃
A reservation for GSU 239 (GSU Terrace Lounge) automatically includes the GSU Terrace Patio.

Comments ⌃
There is a Room Usage Fee required to use the Dahod Family Alumni Center at The Castle. This fee is payable with an ISR. On weekdays during the fall and spring semesters when classes are in session, the BU Club operates in the Dahod Family Alumni Center and serves lunch. On these days, the location is not available for events until 6 PM.

Default Instructions may appear on a location to indicate a specific requirement. Not all locations will have default instructions. Here are some examples:

Default Instructions ⌃
For access to GSU 310 on the date of your reservation, please visit the Operations desk on the second floor of the GSU to sign out a key. A lost key/lock change fee of $300 will apply for any key not returned.

Default Instructions ︿

Event setups, including any tents, cannot block the brick pathway that extends from the CAS Parking Lot along the back of the CAS building to the accessible ramp up to Marsh Plaza.

Default Instructions ︿

A reservation for PHO 906 is only for PHO 906 and does NOT include use of the PHO 9th Floor Atrium. The Atrium cannot be used for any part of an event in PHO 906 without written approval from the Photonics Center.

Features will list the standard room features in a location. Examples of room features include air conditioning, audio visual equipment, type of flooring, network access, stages, and seating style (primarily for academic classrooms).

Features ︿

Air Conditioning - Central Air
AV - Sound System
AV - Zoom Capable
Flooring - Carpet
Kitchen Access / Catering Prep
Lighting - Dimmable
Network - WiFi
Screen - Standard - Centered
Windows - None

The open and closed hours indicate when the location, and likely the building the location is in, is open and available for events.

Hours ︿

Monday	6:30 AM to 9:00 PM
Tuesday	6:30 AM to 9:00 PM
Wednesday	6:30 AM to 9:00 PM
Thursday	6:30 AM to 9:00 PM
Friday	6:30 AM to 9:00 PM
Saturday	8:00 AM to 3:30 PM
Sunday	Closed All Day

If a location is marked as closed in 25Live, you will not be able to request it. Most closed locations can be opened for events by paying a building opening fee to Facilities Management with an FSR. If you would like to request a location during closed hours, you must submit the form found here: https://www.bu.edu/reservations/request/.

Flexible event locations are rooms that do have a permanent furniture setup and instead can be set in a variety of layouts to meet the needs of your event. The **Layouts** section will list any applicable layouts for a location. This section will indicate the maximum capacity for the location as well as the maximum capacity for each type of layout that can be accommodated.

Layouts	
Max Capacity: 750	
Default Layout: As Is	
Click on a layout name to view its details in the Layout Details panel.	
Name	Cap
As Is	750
Banquet	500
Buffet	430
Classroom Style	480
Reception	600
Theatre	750

If the attendance of your event is higher than the capacity for the layout you want, the location will not be large enough for your event. For any layout you want in a flexible event location, you are required to submit a setup diagram and an FSR for payment to Facilities Management. Indicating your setup needs as a comment in 25Live does **NOT** order your room setup.

Categories list the identifiers we apply to locations in 25Live. Categories consist of campus, building, and type of location. In addition, a department will be listed, and this department signifies the department that controls the location, which is the same as the **Scheduler**.

| Categories	
Building - George Sherman Union	
Campus - Charles River	
Dept - Events & Conferences	
Type - Ballroom	
Type - Event Space	
Type - Function	
Usage - Food Allowed	

If a location has a relationship with an adjacent or nearby location, you will see that relationship listed under **Related Spaces**. There are a few kinds of location relationships, but the most common are **Also Assign** and **Blocked By**.
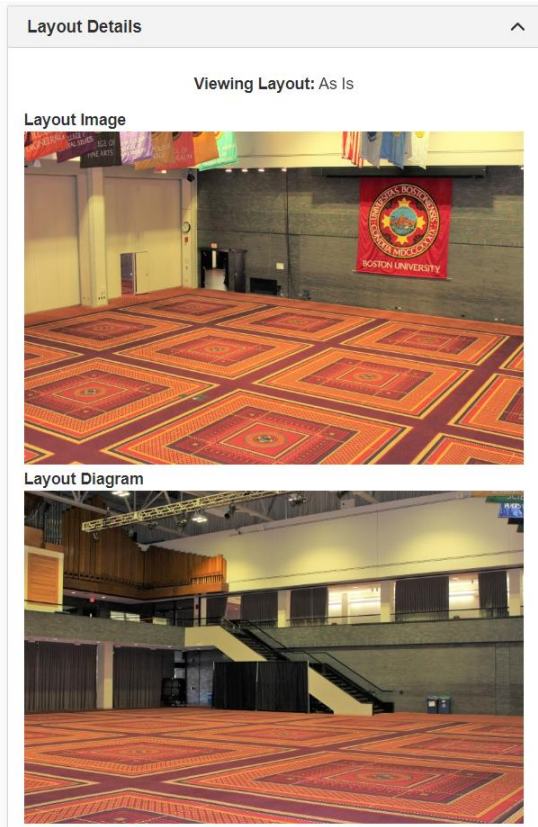

In an **Also Assign** relationship, when you request one of the locations in the relationship, the other locations will automatically be requested and if your request is approved, all locations will be assigned to your event. In a **Blocked By** relationship, a location is blocked by an adjacent location meaning that if there is already an event booked in the adjacent location, the other location will not be available since there cannot be simultaneous events.
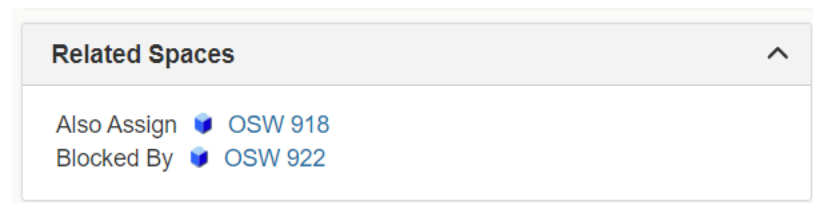
The **Location Scheduler** is the scheduling group that has ownership and approval rights over the location. The **Location Scheduler** name will be similar to the department listed under **Categories**. When you hover your mouse over the **Location Scheduler**, a pop-up will appear with the contact email. If you have submitted a request for a location and haven't heard anything back, looking up the location and then learning the **Location Scheduler** contact email in order to send an inquiry is the best way to follow up about your request.
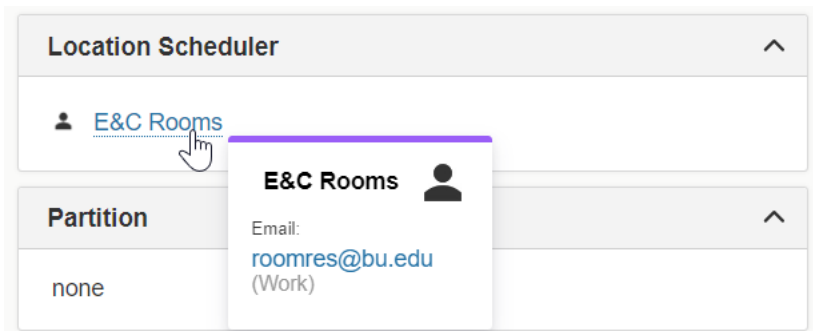
Most locations will also have at least two photos that show a front and back view of the location.

Step 4: List

On the **List** tab, you can see a list of reservations booked in the location.

The list will default to the current day, but you can expand it by increasing the number of days showing in the **Days** box.

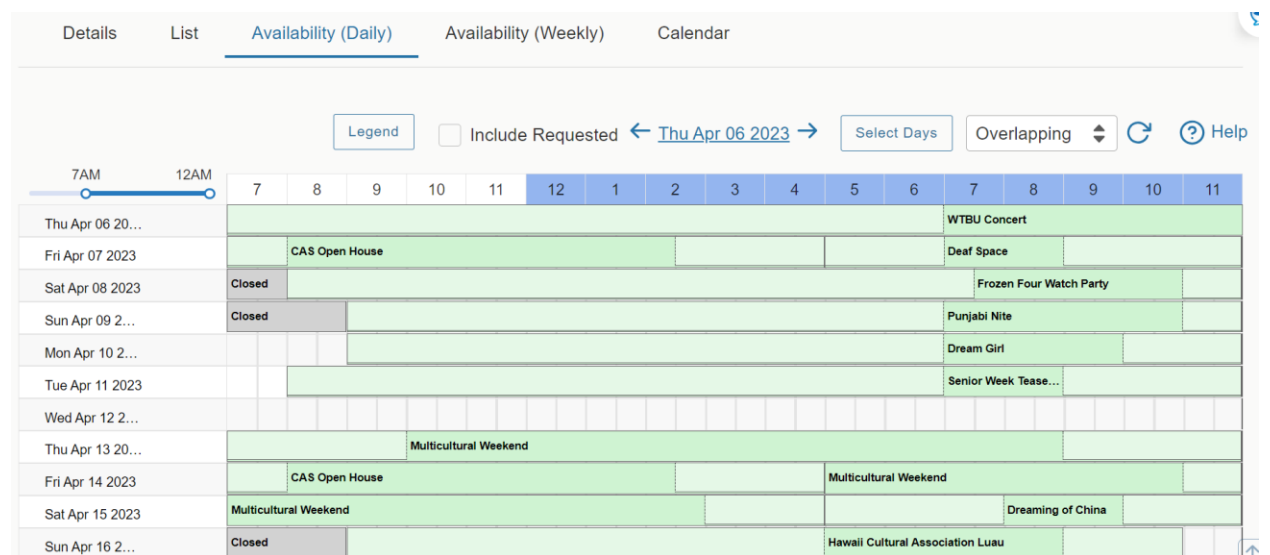| Event	Title —	Reference —	Expected — Head Count	Organizatio n	Occurrenc — e Date	Setup Start	Pre-Event Start	Event Times	Post-Event End	Takedown End
2023 University Orientation - Session 4		2021-ABVJMV	600	Orientation	Thu Jun 29 2023			7:00 am - 11:00 pm		
Reception for SC1 (rain location)		2023-ACJXNH	300	MET Summer Term	Fri Jun 30 2023	7:00 am		11:00 am - 2:00 pm		6:00 pm
RISE Orientation & Luncheon		2022-ACDLKN	220	MET Summer Term	Wed Jul 05 2023	6:00 am		8:00 am - 1:00 pm		2:00 pm
RISE/HSH Ice Night		2022-ACDLKQ	220	MET Summer Term	Wed Jul 05 2023	2:00 pm		7:00 pm - 10:00 pm		11:59 pm

Related Locations ← Thu Jun 29 2023 - Wed Jul 05 2023 → Days: 7 ↕ Select Columns ↻ ⑦ Help

5 Matching Reservations

Step 5: Availability (Daily)

The **Availability (Daily)** tab will show you 30 days of availability in a location. The start date will default to the current date, but you can click on the calendar date to start on a different date. You are also able to set the hours of availability you are seeing in the location by toggling the bar under the hours on the top left.

Details   List   Availability (Daily)   Availability (Weekly)   Calendar

Legend   Include Requested ← Thu Apr 06 2023 → Select Days   Overlapping ↕ ↻ ⑦ Help

7AM ----- 12AM | 7 | 8 | 9 | 10 | 11 | 12 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |

Thu Apr 06 20...	WTBU Concert
Fri Apr 07 2023	CAS Open House / Deaf Space
Sat Apr 08 2023	Closed / Frozen Four Watch Party
Sun Apr 09 2...	Closed / Punjabi Nite
Mon Apr 10 2...	Dream Girl
Tue Apr 11 2023	Senior Week Tease...
Wed Apr 12 2...	
Thu Apr 13 20...	Multicultural Weekend
Fri Apr 14 2023	CAS Open House / Multicultural Weekend
Sat Apr 15 2023	Multicultural Weekend / Dreaming of China
Sun Apr 16 2...	Closed / Hawaii Cultural Association Luau

The green bars indicate an event is booked in the location. The darker green where the event name is indicates the actual event times, while the lighter green before and after indicates the setup and takedown time that service providers will use to set the event and then take it down after it is over.

> **REMINDER:** *Setup and takedown time is not automatically added to academic classrooms or other locations that have a standard setup that doesn't get changed between events. For more information on setup and takedown time, please see our guide "Adding Setup, Pre-Event, Post-Event, and Takedown Times to Events."*

If you hover over an event name, you will see a pop-up with basic information about the event.

The grey bars with the word **Closed** indicate the location is closed during those times, and you will not be able to make a request for those times in 25Live. Most closed locations can be opened for events by paying a building opening fee to Facilities Management with an FSR. If you would like to request a location during closed hours, you must submit the form found here: https://www.bu.edu/reservations/request/.

You may also see black bars on a location indicating the location has a **Blackout**. A blackout means a location is not available. **Blackouts** are primarily used to take a

location offline for maintenance but can also be used to indicate campus-wide events such as Commencement. You will not be able to request a location that has a **Blackout** in place.

All of the empty white boxes on the grid indicate the location is available and can be requested for an event. If you hover over available time with your mouse, an icon will appear. This icon signals that you can make a request for the location and actually start the **Event Form** from this availability view, rather than opening the **Event Form** the traditional way.

When you start the **Event Form** from the availability grid, you will save yourself a few steps of data entry since the date, time, and location will already be pre-populated for you once you release your mouse and the form opens.

If you check the **Include Requested** box, you will be able to see if someone else has already requested the location on the date and time you want. You will see requests that have not yet been approved indicated by alternating green and gray bars with an event name in a diagonal pattern.
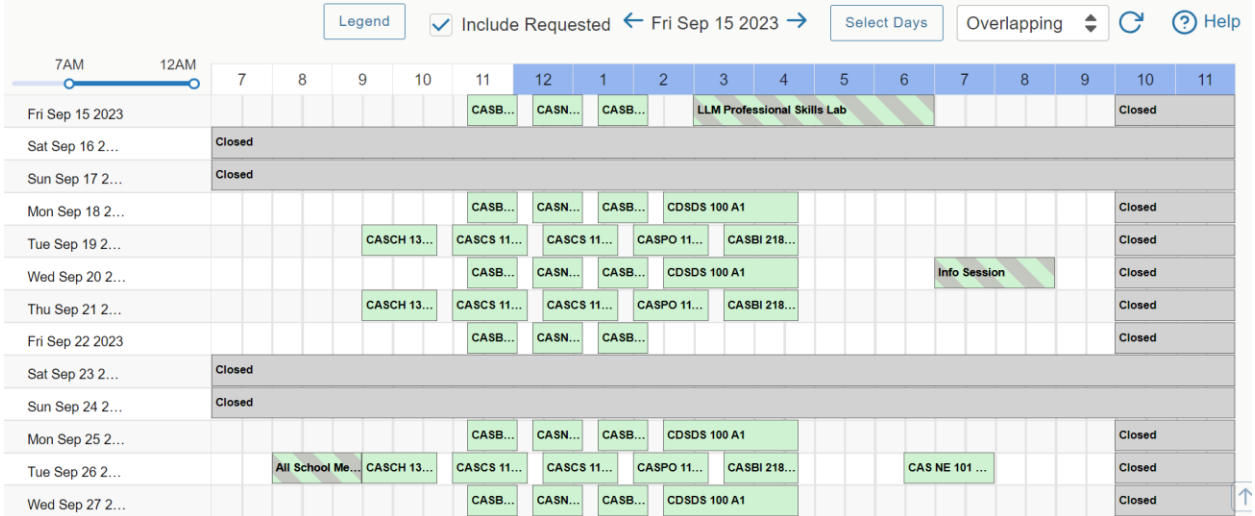
As a reminder, a location will still appear available in 25Live until it has been assigned to an event. If someone has requested the location but it has not yet been assigned, you will still be able to request it. Since we process requests in the order they were received, use the **Include Requested** feature to check availability before submitting a request to see if someone is ahead of you in line.
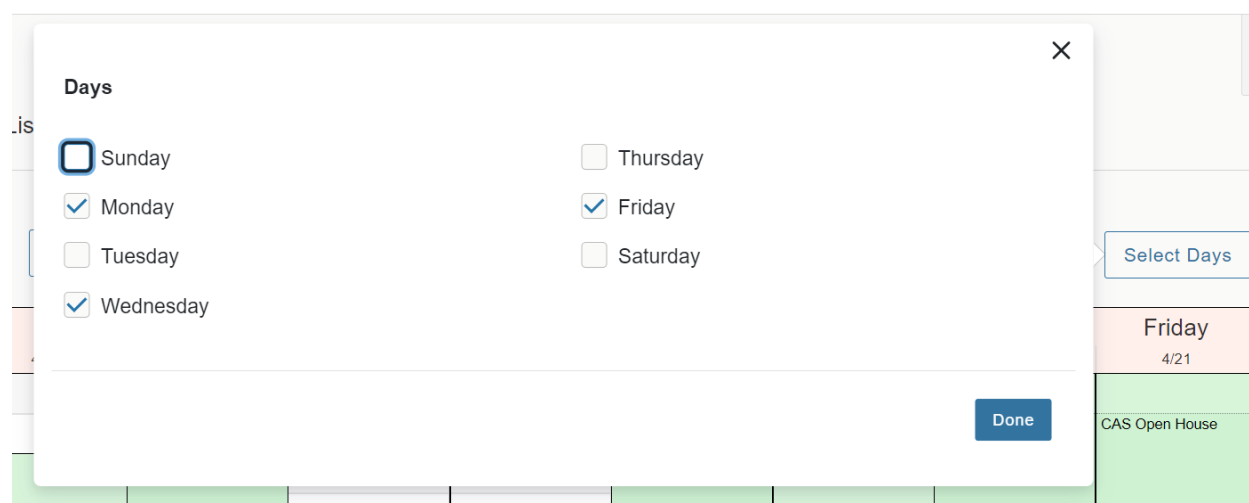
Step 6: Availability (Weekly)

The **Availability (Weekly)** tab allows you to see specific days of the week for up to 16 weeks (a full semester). This view is great if you are trying to find a location for a repeating event that happens weekly, semi-weekly, or another repeating pattern. The dates will default to the current week, but you can click on the calendar dates to start the week on a different date. Like on the **Availability (Daily)** view, you can set the hours of availability you are seeing in the location by toggling the bar under hours on the top left.
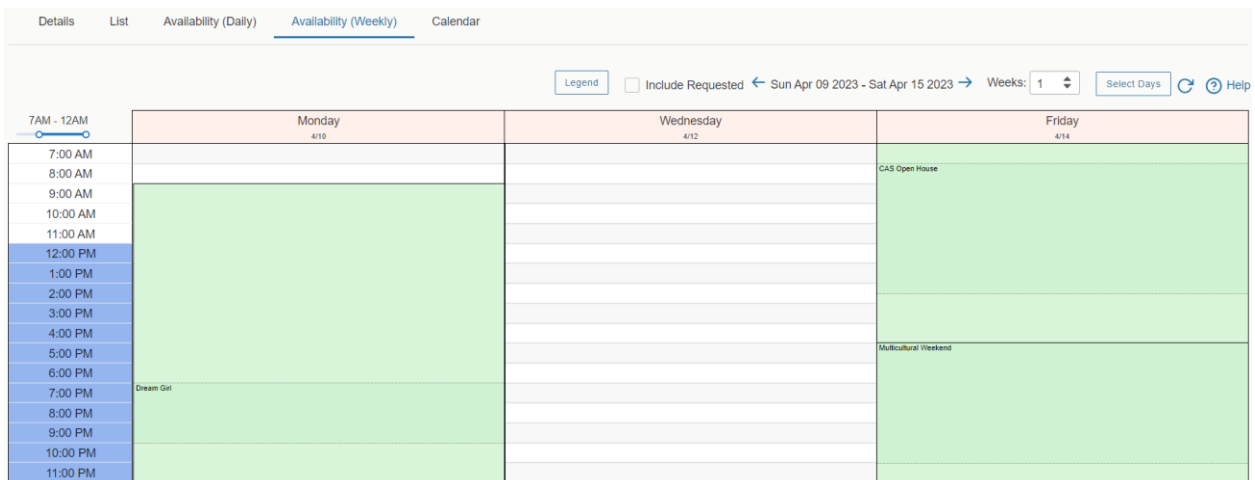
To select the number of weeks you want to see, change the number in the **Weeks** box.
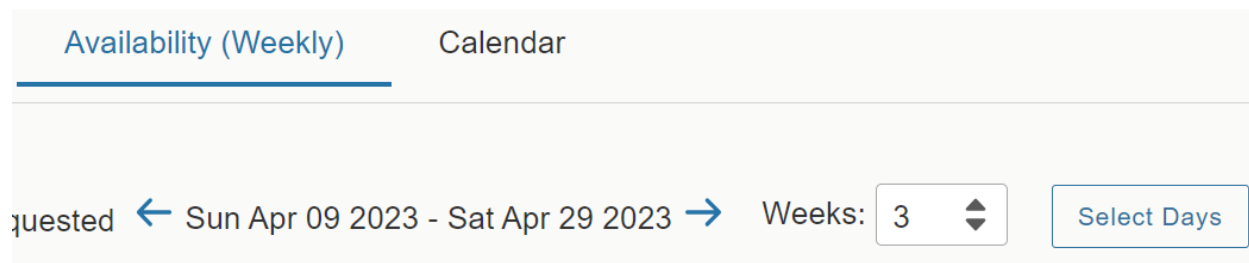
To specify the days you want to see, click the **Select Days** button to pick your days in the pop-up that appears.


Like the **Availability (Daily)** view, the **Availability (Weekly)** view will show you all of the same items:

- Booked events in green with any setup or takedown time for those events indicated in the lighter shade of green. Hovering over the event name with your mouse will produce a pop-up with basic event details.
- Any closed hours indicated with gray bars.
- Any blackouts indicated with black bars.
- Available times in the location with the empty white boxes. In this view, you can also hover your mouse over available times to bring up the icon to launch the event form. While 25Live won't know what repeating pattern you want, when the event form launches, it will be pre-populated with the first date, time, and location, and then you can select your repeating pattern in the form.

The **Include Requested** box also exists on the **Availability (Weekly)** view, so you will be able to see if someone else has already requested the location on the date and time

you want. You will see requests that have not yet been approved indicated by alternating green and gray bars with an event name in a diagonal pattern.
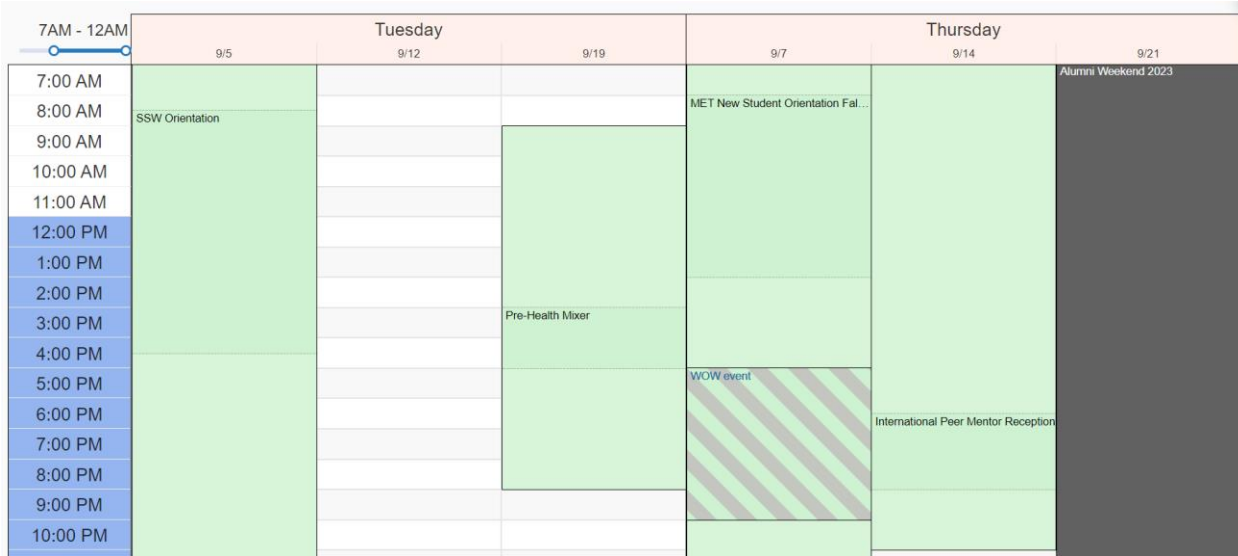
Step 7: Calendar

On the **Calendar** tab, you can see all the events booked in the location on a visual calendar view.
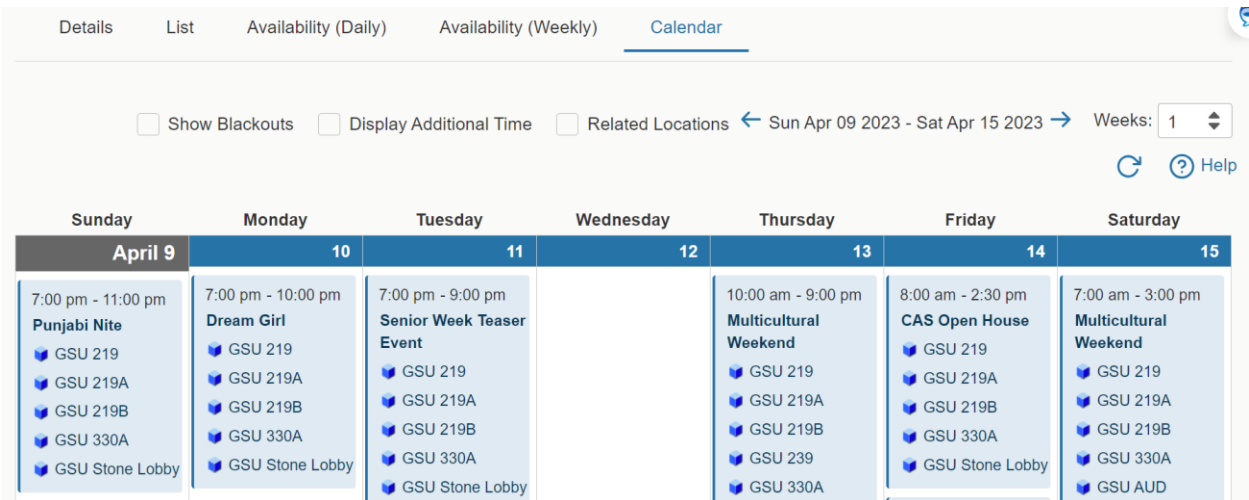
The dates will default to the current week, but you can click on the calendar dates to start the week on a different date. You can also select the number of weeks you want to see at one time by changing the number in the **Weeks** box.

IMPORTANT: The calendar is only a calendar of events booked in a specific location and NOT a calendar of complete availability. The calendar will only show you booked events with their actual event times. You will not see setup or takedown time, closed hours, or blackouts, like you do in the Availability (Daily) and Availability (Weekly) views. For these reasons, the calendar is misleading if you are looking at it to determine if a location is available. For a true and accurate report of availability of a location, always use the Availability (Daily) view.

You can make blackouts and setup and takedown time appear on the calendar by checking the boxes for **Show Blackouts** and **Display Additional Time**. Once you check these boxes, the calendar will refresh, and if blackouts exist on the location, they will appear, and the setup and takedown time will be noted in parentheses under the event times.

25Live does not remember these choices, so you will have to check these two boxes **every** time you look at a calendar view to get a better sense of full availability. A calendar view will never display closed hours. For these reasons, to see a true and accurate report of availability of a location, always use the **Availability (Daily)** view.

For More Information

For more information, additional assistance with using 25Live, or general questions about event locations, please feel free to contact the Reservations team in BU Events & Conferences at roomres@bu.edu or 617-353-2932. We are available to assist you Monday through Friday between the hours of 9 AM and 5 PM.