MUB Room Reservations: How Do I Make a Room Reservation?

Please contact the Memorial Union at 906-487-2543 or mubrooms@mtu.edu with any questions or concerns you may have.

1. Go to 25live.collegenet.com/pro/mtu
2. Login with your ISO (MTU email & password)
3. Click Event Form (upper right toolbar) or Create an Event (middle of screen)
4. Fill in all fields that say, “Required” or have an asterisk * indicating they are a required field.
   a. Event Name (Short) (required)
      i. The system requires a shortened version name of the event to be entered.

   Event Name (Short) - Required

   40 character limit

   b. Event Name (Long) (required)
      i. Will appear on the digital signs outside of the meeting rooms
      ii. Should be used when placing a catering order

   Event Name (Long) - Required

   120 character limit
c. Event Date and Time
   i. Choose your reservation date
   ii. Choose your actual event time
      1. Do not include pre-event or post-event access time here

   ![Event Date and Time Form]
   Requests must be submitted at least one business day before the event. Weekend requests must be received by Friday during normal business hours. Requests will not be processed outside standard business hours.

   **Under Additional Time:**
   *Pre-Event Time* is the amount of time your group needs to access the space before the event. *Post-Event Time* is the amount of time your group needs to access the space after the event. *Reservation Start / Reservation End Time* -- please disregard (office use only).

   For Reoccurring Events (with same location & setup), use the Repeating Pattern section below.
   *Use Repeating Pattern* button -- or --
   *Select dates on Calendar*

   If the location & setup are not the same, please complete a new form for each date.

   ![Example Date and Time Selection]
   Sun Sep 10 2023
   6:00 pm
   To:
   7:00 pm
   This begins and ends on the same day

   d. Additional Time (not required)

   **IMPORTANT NOTE:** Disregard the “Reservation Start,” “Reservation End,” and “Reservation Duration” information located at the bottom of the “Additional Time” box. This information includes time built into the system to account for room setups and turnovers.

   i. Setup Time – Memorial Union Staff Use Only
   ii. Pre-Event Time – Enter the amount of additional time you need in the space prior to the start of your event
   iii. Post-Event Time – Enter the amount of additional time you need in the space after your event ends
   iv. Takedown Time – Memorial Union Staff Use Only
e. **Repeating Pattern (not required)**

**IMPORTANT NOTE:** This section should ONLY be used for recurring reservations where every occurrence has the same location and setup. If the location and setup are not the same, please complete a new form for each date.

i. For recurring events, click dates on the calendar that you would like to reserve a space for the same location with the same setup.
1. If you accidentally select an incorrect date, you can click the incorrect date and a prompt (see below) will appear asking you to remove occurrence.
2. Once you click “Remove,” the date will be removed, and you will be brought back to the form.

### Date Occurrences (Wed Oct 04 2023)

You may select which occurrences to be included in your availability checks and searches. Adding an item in search will only add it for the occurrences selected below.

<table>
<thead>
<tr>
<th>Include In Search</th>
<th>Dates</th>
<th>Times</th>
<th>Comment</th>
<th>State</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑</td>
<td>Wed Oct 04</td>
<td>6:00 pm</td>
<td></td>
<td>Active</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>7:00 pm</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**ii. Manage occurrences** allows you to add or remove occurrences and adjust the time for each occurrence (see below)

### All Date Occurrences

You may select which occurrences to be included in your availability checks and searches. Adding an item in search will only add it for the occurrences selected below.

<table>
<thead>
<tr>
<th>Include In Search</th>
<th>Dates</th>
<th>Times</th>
<th>Comment</th>
<th>State</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑</td>
<td>Sun Sep 10</td>
<td>6:00 pm</td>
<td></td>
<td>Active</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>7:00 pm</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☑</td>
<td>Sun Sep 10</td>
<td>6:00 pm</td>
<td></td>
<td>Active</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>7:00 pm</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☑</td>
<td>Mon Sep 11</td>
<td>6:00 pm</td>
<td></td>
<td>Active</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>7:00 pm</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☑</td>
<td>Mon Oct 02</td>
<td>6:00 pm</td>
<td></td>
<td>Active</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>7:00 pm</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☑</td>
<td>Fri Oct 13</td>
<td>6:00 pm</td>
<td></td>
<td>Active</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>7:00 pm</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☑</td>
<td>Thu Nov 02</td>
<td>6:00 pm</td>
<td></td>
<td>Active</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>7:00 pm</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☑</td>
<td>Tue Nov 21</td>
<td>6:00 pm</td>
<td></td>
<td>Active</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>7:00 pm</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
f. **Number of people (required)**
   i. Please enter the anticipated attendance number
   ii. Please email any attendance adjustments to catering-l@mtu.edu and mubrooms@mtu.edu to ensure setup and catering accuracy

![Number of People - Required](image)
This can be exact or an estimate.

[Input field]

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**Location (required)**

i. Click “Refresh” to see availability

![Location - Required](image)
Default (max) Capacity may change depending on Layout selected below.
Hover over the Room Number (under Name) to view the room's information.

**Locations Search**

Availability for this search is out of date. Click Refresh to update the results.

[Refresh button]
ii. The Locations Search box will expand and a list of Locations will appear

iii. Your Starred Locations – you may star locations on your 25Live Pro dashboard and search availability for your preferred locations

iv. Reset – allows you to start your search over again

v. Click “Reserve” to reserve the location

vi. Name – hovering over the blue room name will allow you to see room features, layout options, and capacity information

vii. Default capacity - the maximum capacity is subject to change based on the selected layout

viii. Availability – Disregard

ix. Conflict Details – shows any conflicts with a space

1. For “MUB Administrative Hold” conflicts, please email mubrooms@mtu.edu for additional information

2. If you are willing to use the same set as another event, there may be an opportunity for you to reserve the space
Resources (not required)

x. Click “Refresh” to see resources available for the selected location

### Recommended Resources

**Availability for this search is out of date. Click Refresh to update the results.**

<table>
<thead>
<tr>
<th>Add</th>
<th>Reserve</th>
<th>Name</th>
<th>Quantity Available</th>
<th>Conflict Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Reserve</td>
<td>Computer - USB Adapter (MUB)</td>
<td>1 / 1</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Reserve</td>
<td>Directional Sign Holders (MUB)</td>
<td>10 / 10</td>
<td>None</td>
</tr>
<tr>
<td>1</td>
<td>Reserve</td>
<td>Dry Erase Board w/Markers (MUB)</td>
<td>3 / 3</td>
<td>None</td>
</tr>
<tr>
<td>1</td>
<td>Reserve</td>
<td>Easel (MUB)</td>
<td>9 / 9</td>
<td>None</td>
</tr>
<tr>
<td>1</td>
<td>Reserve</td>
<td>Extension Cord (MUB)</td>
<td>3 / 5</td>
<td>None</td>
</tr>
<tr>
<td>1</td>
<td>Reserve</td>
<td>Flip Chart with Stand (MUB)</td>
<td>5 / 5</td>
<td>None</td>
</tr>
</tbody>
</table>

xi. Add – allows you to select a quantity and reserve the resource
xii. Name – hovering over the blue name tells you its assigned category
xiii. Quantity Available – indicates how many are available to reserve
xiv. Conflict Details – shows any conflicts with a particular resource
h. **Event Type (required)**
   i. Select the type of event you will be having from the dropdown menu
   
   ![Dropdown menu for Event Type](image)
   
   The Event Type determines what questions will appear under *Additional Event Information*.
   
   ![Additional Event Information form](image)
   
   ii. Additional Event Information questions will appear based on your selection (example below)
   
   iii. All questions with an * are required
   
   iv. Some responses may prompt additional questions

- **MUB Alumni Layout (34 0107BC)**
- **Are you serving food?** No [ ] Yes [ ]
- **Are you serving alcohol?** No [ ] Yes [ ]
- **Do you need a registration table?** No [ ] Yes [ ]
- **Will you be using audio video equipment in the room?** No [ ] Yes [ ]
- **First Name**
- **Last Name**
- **Phone Number xxx-xxx-xxxx**
- **Email Address**
- **Will the person above be present at the event?** No [ ] Yes [ ]
- **Are you with an external organization?** No [ ] Yes [ ]
i. **Organization/Department/Student Org (required)**
   - Search for your Organization, Department, or Student Organization
   
   ![Search organizations](Image)

   - If you cannot find your organization, enter **Organization Not In System**
   - All University organizations, departments, and student organizations should be listed
     1. Email mubrooms@mtu.edu if your organization is not appearing

j. **Comments (not required)**
   - Enter any additional information that you feel would be beneficial for Memorial Union staff to know about your event
   - If you had a previous setup that you liked, you may include that information here

   ![Comments (Optional)]

k. **Attached Files (not required)**
   - Attach any files with relevant information pertaining to your event such as a previous setup map

l. Click "Cancel," "Preview," or "Save" on the bottom right corner of the form to complete your request
   - Cancel – deletes request
   - Preview – provides you a summary of your selections
   - Save – submits your request

5. After clicking Save to submit your reservation request, you will receive an email indicating that your request has been received but **NOT confirmed**.
   - Subject – Room Request Received – (Event Reference Number)
   - Attachment – includes request details

6. The Memorial Union strives to maximize the utilization of meeting locations to accommodate as many groups as possible. Staff will
   - Review your reservation request for approval
   - Contact you regarding event logistics

7. Once approved, you will receive an official confirmation email from mubrooms@mtu.edu