How to Request a Room
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• Schedules all events in Powell Recital Hall (HMC 101) and all performance-based events in AMB Cox Auditorium and AMB Room 32
• Requires all requestors to use the Event/Recital Reservation Form
• Accepts email requests for non-performance-based events

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• Schedules events in all HMC Rooms (excluding Powell Recital Hall)
• Accepts Event/Recital Reservation Form
• Accepts email requests as well, as long as the following details are specified:
  1. Event title & description
  2. Date
  3. Room
  4. Exact starting and ending time

**Please do not make a room reservation over the phone or in person at the front desk**
How to Request a Room

1. Check the 25Live Calendar to verify that the room you are requesting is available on your desired date/time

2. Fill out the Event/Recital Reservation Form on the School of Music website to actually request your event. Email requests will also be accepted for non-performance-based events.

25Live is just to VIEW what rooms are available. **Please do not request a room directly through 25Live**

All requests made through 25Live will be denied.
How to View Room Availability on 25Live
This is how the 25Live home page looks.
Select “Search Locations” under the “Quick Search” menu.
Type “HMC” or “Haslam Music Center” into the search bar, and press enter (or click on the magnifying glass).
Your search will display this page. Under the “List” tab, you are able to view the list of rooms.

<table>
<thead>
<tr>
<th>Name</th>
<th>Formal Name</th>
<th>Categories</th>
<th>Features</th>
<th>Layouts</th>
<th>Max Capacity</th>
<th>Default Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>HMC 007</td>
<td>Haslam Music Center 007</td>
<td>Classroom-Campus Hosted, Instruct-Classroom, Type-Campus Hosted</td>
<td>AV-Blu-Ray Player, AV-Camera, AV-Control Panel, AV-Document Camera, AV-Microphone-Lapel, AV-Monitor-Podium, AV-Projector-Ceiling, AV-Wireless Presentation System</td>
<td>As Is</td>
<td>29</td>
<td>29</td>
</tr>
<tr>
<td>HMC 009</td>
<td>Haslam Music Center 009</td>
<td>Classroom-Campus Hosted, Instruct-Classroom, Type-Campus Hosted</td>
<td>AV-Blu-Ray Player, AV-Camera, AV-Control Panel, AV-Microphone-Lapel, AV-Monitor- Podium, AV-Projector-Ceiling, AV-Wireless Presentation System</td>
<td>As Is</td>
<td>30</td>
<td>30</td>
</tr>
<tr>
<td>HMC 010</td>
<td>Haslam Music Center 010</td>
<td>Instruct-Conference Room, Type-Departmentally Owned</td>
<td>AV-Control Panel-Wall, AV-Projector-Ceiling</td>
<td>As Is</td>
<td>15</td>
<td>15</td>
</tr>
</tbody>
</table>
Click on the star symbol next to each of the room names to save these rooms under your “Starred Locations”. The stars will change to a yellow color when selected.
Select the “Availability” tab.
The “Availability” tab will display a schedule of all events occurring in the music building on a specified day.
Click on the current date showing to adjust the date you are searching for.
Click on these arrows to view the previous/following day.

Click on these arrows to change the month.

Click on these arrows to change the year.
The “Availability Weekly” tab will display a schedule of all events occurring in a single room on a specified week.
Shortcut to View Availability of HMC Rooms
Once you have starred all (or some) HMC locations, you can view the availability of these rooms with two steps.
1. Click on the “More” menu at the top right corner of the 25Live home page.
2. Select “Availability”.
And that’s it! You can bookmark this page on your browser to easily access the viewing calendar.