How to Request a Room
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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](#) to actually request your event

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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.
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

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

Both require that you first check that the room you are requesting is actually available on the 25Live calendar

**Please do not make a room reservation over the phone or in person at the front desk**
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.
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”.

![Image of 25Live Pro interface with Availability button highlighted]
And that’s it! You can bookmark this page on your browser to easily access the viewing calendar.