

How to Request a Room

Who does what?

Chris Jerger

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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

Sam Konsavage

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- Schedules events in all HMC Rooms (excluding Powell Recital Hall)
- Accepts [Event/Recital Reservation Form](#) & 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 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.

The screenshot displays the 25Live Pro dashboard interface. At the top left is the University of Tennessee Knoxville logo. The top right navigation bar includes links for '25Live Pro', 'Event Form', 'Tasks', the user name 'Diana Castillo', and a 'More' menu. Below the navigation is a search bar with the text 'Go to Search' and a 'Nothing recently viewed' indicator. The main dashboard is organized into several sections:

- Quick Search:** A vertical list of search options: Search Events, Search Locations, Search Resources, and Search Organizations, each with a magnifying glass icon.
- Your Starred Event Searches:** A section indicating 'You do not have any Starred Event Searches!'.
- Your Starred Location Searches:** A section indicating 'You do not have any Starred Location Searches!'.
- Your Starred Resource Searches:** A section indicating 'You do not have any Starred Resource Searches!'.
- Your Starred Reports:** A section indicating 'You do not have any Starred Reports!'.
- Find Available Locations:** A section with two options: 'I know WHEN my event should take place -- help me find a location!' and 'I know WHERE my event should take place -- help me choose a time!'.
- Express Scheduling:** A central form for scheduling events. It includes fields for 'Date / Time' (Tue Aug 16 2022, 10:00 pm to 11:00 pm, Duration: 1 Hour), 'Express Locations' (Search spaces), and 'Event Name'. 'Save' and 'Open in Form' buttons are at the bottom.
- Your Upcoming Events:** A section showing '13 Events in which you are the Requestor' and '13 Events in which you are the Scheduler'.
- Your Event Drafts:** A section indicating 'No Event Drafts in which you are the Scheduler'.
- Your Starred Events, Locations, and Resources:** Three sections on the right, each indicating that the user does not have any starred items and providing instructions on how to star items.
- Customize Dashboard:** A gear icon and text at the bottom right.

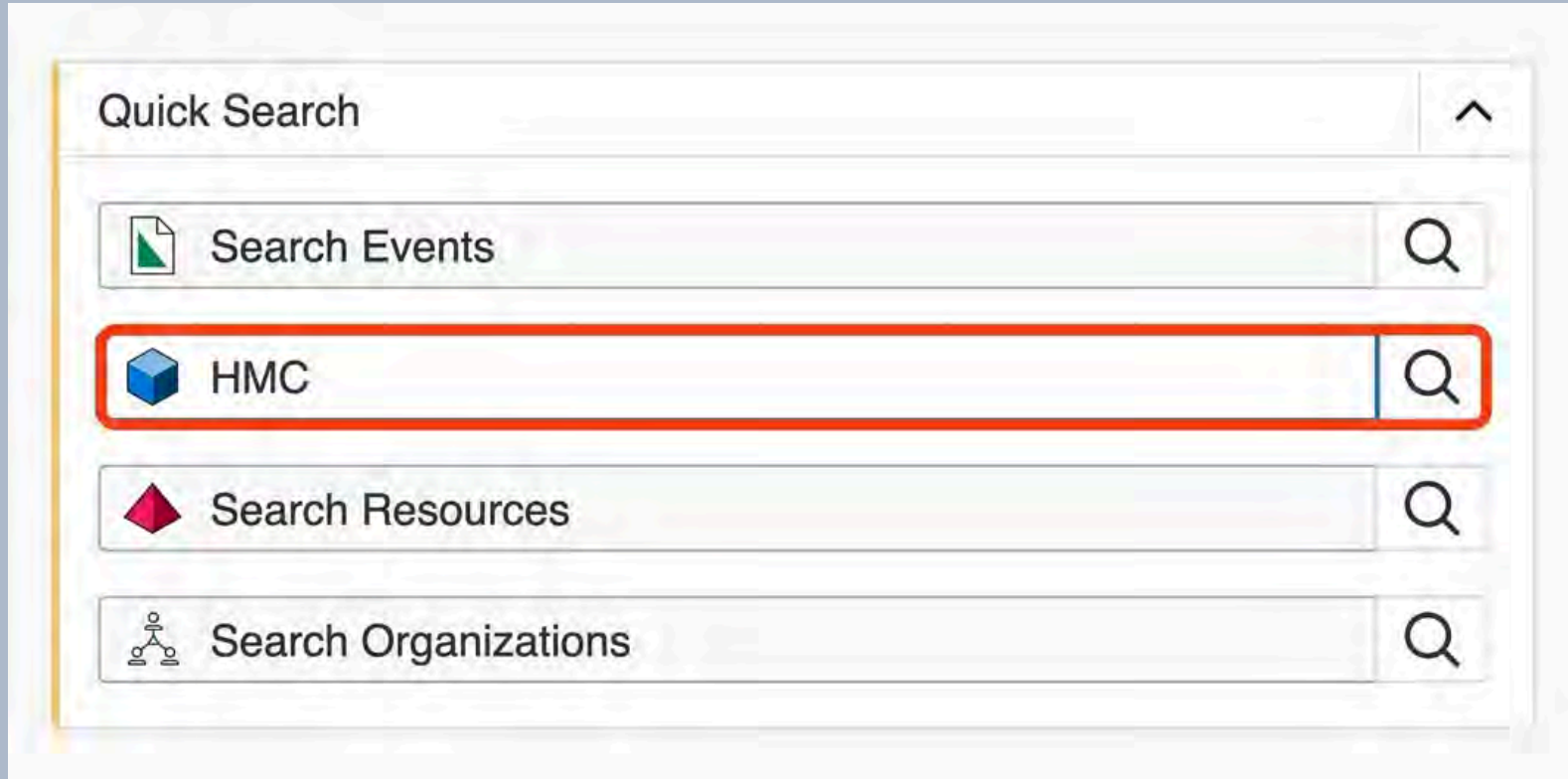
Select "Search Locations" under the "Quick Search" menu.

The screenshot displays the 25Live Pro dashboard interface. At the top left is the University of Tennessee Knoxville logo. The top right navigation bar includes '25Live Pro', 'Event Form', 'Tasks', 'Diana Castillo', and a 'More' menu icon. A search bar with 'Go to Search' and 'Nothing recently viewed' is located below the navigation. The main content area is divided into several sections:

- Quick Search:** A vertical menu on the left with four options: 'Search Events', 'Search Locations' (highlighted with a red box), 'Search Resources', and 'Search Organizations'. Each option has a magnifying glass icon.
- Find Available Locations:** A section with two prompts: 'I know WHEN my event should take place -- help me find a location!' and 'I know WHERE my event should take place -- help me choose a time!'. An 'OR' separator is between them.
- Express Scheduling:** A form with fields for 'Date / Time' (Tue Aug 16 2022, 10:00 pm to 11:00 pm, 1 Hour duration), 'Express Locations' (Search spaces dropdown), and 'Event Name'.
- Your Starred Events, Locations, Resources:** Three sections on the right, each stating 'You do not have any Starred [Category]!' and providing instructions on how to star items.
- Your Starred Event Searches, Location Searches, Resource Searches, Reports:** Five sections on the left, each stating 'You do not have any Starred [Category] Searches!'.
- Your Upcoming Events:** A section at the bottom showing '13 Events in which you are the Requestor' and '13 Events in which you are the Scheduler'.
- Your Event Drafts:** A partially visible section at the bottom.

A 'Customize Dashboard' button is located at the bottom right of the dashboard.

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.

The screenshot shows a web application interface for searching rooms. At the top left is the University of Tennessee Knoxville logo. The top right navigation bar includes '25Live Pro', 'Event Form', 'Tasks', 'Diana Castillo', and 'More'. Below the navigation is a search bar with 'HMC' entered. A dropdown menu for 'Select Object:' is set to 'Locations', and another dropdown for 'Saved Searches (optional)' is visible. The search bar has a 'Quick Search' button and an 'Advanced' toggle. Below the search bar, there are filters for 'Categories', 'Features', 'Layouts', and 'Capacity between and'. A 'Search' button is highlighted in blue. Below the search bar, there are tabs for 'List', 'Calendar', 'Availability', and 'Availability Weekly'. The 'List' tab is selected and circled in red. To the right of the tabs are 'Choose Columns', a refresh icon, and a 'Help' icon. Below the tabs, the text '25 Matching Locations' is displayed. A table with 8 columns is shown: Name, Formal Name, Categories, Features, Layouts, Max Capacity, and Default Capacity. The table contains three rows of data for music center rooms.

Name	Formal Name	Categories	Features	Layouts	Max Capacity	Default Capacity
HMC 007	Haslam Music Center 007	Classroom-Campus Hosted, Instruct-Classroom, Type-Campus Hosted	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	As Is	29	29
HMC 009	Haslam Music Center 009	Classroom-Campus Hosted, Instruct-Classroom, Type-Campus Hosted	AV-Blu-Ray Player, AV-Camera, AV-Control Panel, AV-Microphone-Lapel, AV-Monitor- Podium, AV-Projector-Ceiling, AV-Wireless Presentation System	As Is	30	30
HMC 010	Haslam Music Center 010	Instruct-Conference Room, Type-Departmentally Owned	AV-Control Panel-Wall, AV-Projector-Ceiling	As Is	15	15

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.

Quick Search Advanced

HMC

Hint! Type :: to use SeriesQL

Search has not been saved

Categories + Features + Layouts + Capacity between and

List Calendar Availability Availability Weekly

25 Matching Locations

Name	Formal Name	Categories	Features	Layouts	Max Capacity	Default Capacity
<input checked="" type="checkbox"/> HMC 007	Haslam Music Center 007	Classroom-Campus Hosted, Instruct-Classroom, Type-Campus Hosted	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	As Is	29	29
<input checked="" type="checkbox"/> HMC 009	Haslam Music Center 009	Classroom-Campus Hosted, Instruct-Classroom, Type-Campus Hosted	AV-Blu-Ray Player, AV-Camera, AV-Control Panel, AV-Microphone-Lapel, AV-Monitor- Podium, AV-Projector-Ceiling, AV-Wireless Presentation System	As Is	30	30
<input type="checkbox"/> HMC 010	Haslam Music Center 010	Instruct-Conference Room, Type-Departmentally Owned	AV-Control Panel-Wall, AV-Projector-Ceiling	As Is	15	15

Select the "Availability" tab.

The screenshot shows a software interface with four tabs: 'List', 'Calendar', 'Availability', and 'Availability Weekly'. The 'Availability' tab is selected and highlighted with a red box and a red arrow. To the right of the tabs is a 'Choose Columns' button and a refresh icon. Below the tabs, the text '25 Matching Locations' is displayed. A table with the following columns is shown: Name, Formal Name, Categories, Features, Layouts, Max Capacity, and Default Capacity. The table contains four rows of data for Haslam Music Center locations.

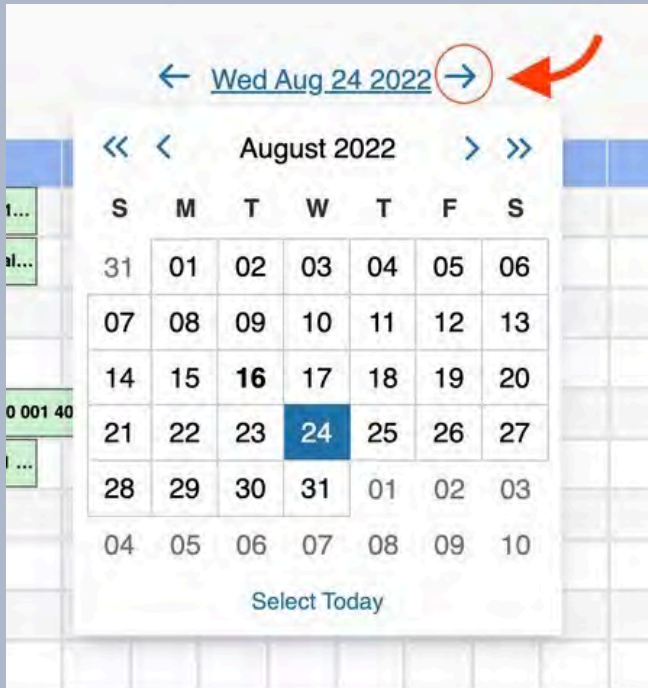
Name	Formal Name	Categories	Features	Layouts	Max Capacity	Default Capacity
HMC 007	Haslam Music Center 007	Classroom-Campus Hosted, Instruct-Classroom, Type-Campus Hosted	AV-Blu-Ray Player, AV-Camera, AV-Control Panel, AV-Document Camera, AV-Microphone-Lapel, AV-Monitor- Podium, AV-Projector-Ceiling, AV-Wireless Presentation System	As Is	29	29
HMC 009	Haslam Music Center 009	Classroom-Campus Hosted, Instruct-Classroom, Type-Campus Hosted	AV-Blu-Ray Player, AV-Camera, AV-Control Panel, AV-Microphone-Lapel, AV-Monitor- Podium, AV-Projector-Ceiling, AV-Wireless Presentation System	As Is	30	30
HMC 010	Haslam Music Center 010	Instruct-Conference Room, Type-Departmentally Owned	AV-Control Panel-Wall, AV-Projector-Ceiling	As Is	15	15
HMC 011	Haslam Music Center 011	Computer Lab, Type-		As Is	12	12

Click on the current date showing to adjust the date you are searching for.

The screenshot displays a calendar interface with the following elements:

- Navigation:** "List", "Calendar", "Availability" (selected), "Availability Weekly", "Legend", and "Include Requested" (checkbox).
- Date Selection:** A date navigation bar at the top right shows "← Wed Aug 24 2022 →", which is circled in red. Below it, a dropdown menu is set to "Overlapping".
- Calendar Grid:** A grid with columns for days 6 through 11. The current date, August 24 (Wednesday), is highlighted in blue.
- Activity Rows:** A list of HMC departments on the left, each with a star icon. Activities are shown as colored blocks in the grid cells:
 - HMC 007:** MUVS 590... (9), MUTH 115... (10), GERM 211... (11), MUIN 320... (12), ENGL 101... (1), FYS 129 1... (2)
 - HMC 009:** SPAN 211... (9), MUVS 410... (10), MUCO 350... (11), SPAN 211... (12), Orchestra sectional rehearsal... (1)
 - HMC 010:** FREN 333... (9), MUTH 521... (10), ELI 110 004 50240 202240 (11), SPAN 494... (12)
 - HMC 011:** (No activity)
 - HMC 012:** MUED 200... (9), MUVS 110... (11), MUEN 580 001 OG 40463 202... (12), MUEN 320 001 40283 202240 (1)
 - HMC 018:** ENGL 101... (10), MUTH 450... (11), FREN 112... (12), FREN 211... (1)
 - HMC 022:** MUSC 510... (8), MUCO 411... (9), MUCO 210... (10), MUCO 210... (11), CMST 499 001 44387 202240 (12)
 - HMC 025:** MUSC 315... (8), MUTH 120... (9), MUTH 110... (10), MUTH 110... (11), POLS 474... (12), MUCO 290... (1)
 - HMC 039:** MUKB 110... (8), MUKB 110... (9), MUKB 110... (10), MUKB 120... (11), MUED 251... (12), MUJZ 130... (1)
 - HMC 040:** (No activity)
 - HMC 068:** MUTH 100... (8), MUTH 100... (9), MUJZ 410... (10), CMST 260 001 53... (11), MUCO 115... (12), Orchestra sectional rehearsal... (1), MUEN 540 001 MMP OG 40350 202240 (4)
 - HMC 074:** MUEN 399... (12)
 - HMC 077:** (No activity)
 - HMC 101:** MUCO 110... (8), MUCO 115... (9), MUCO 110... (10), MUCO 120... (11), MUCO 120... (12), MUEN 589... (1)
 - HMC 105:** (No activity)
 - HMC 106:** (No activity)
 - HMC 110:** MUIN 490... (9), MUEN 550... (12), MUEN 570 001 OG 40462 202... (1), Evie Chen: String Project (4)
 - HMC 117L:** A Musician's ... (8)
 - HMC 133:** MUPF 351... (10), MUPF 151... (11), MUEN 510 001 MMP OG 4033... (12)
 - HMC 135:** MUED 210... (8), MUED 310... (9), MUED 230... (11), MUEN 552... (12)
 - HMC 227B:** (No activity)
 - HMC 244:** MUED 420... (8), MUTH 210... (9), MUED 430... (10), MUTH 530... (11), MUEN 515 026 OG 49394 202... (5)
 - HMC 246:** (No activity)
 - HMC Atrium:** (No activity)
 - HMC Front Lawn:** (No activity)

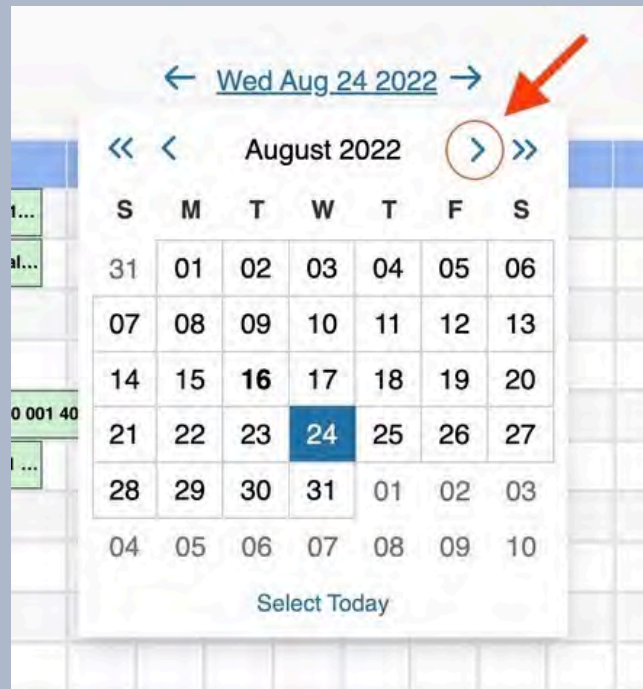
Click on these arrows to view the previous/following day



Click on these arrows to change the year



Click on these arrows to change the month



The “Availability Weekly” tab will display a schedule of all events occurring in a single room on a specified week.

[List](#)
[Calendar](#)
[Availability](#)
[Availability Weekly](#)
[Legend](#)
 Include Requested

 ← Sun Aug 21 2022 →
 Weeks: 1
 [Days](#)
[Help](#)

HMC 007

	Sunday 8/21	Monday 8/22	Tuesday 8/23	Wednesday 8/24	Thursday 8/25	Friday 8/26	Saturday 8/27		
6:00 AM									
7:00 AM									
8:00 AM	Band Camp	Band Camp	Band Camp		MUTH 140 002 48504 202240	PHIL 101 005 MMP OG 45285 202240	All-East/All-State Preparatory Clinic		
9:00 AM				MUV 590 001 41070 202240	MUTH 230 002 41052 202240	MUV 590 001 41070 202240			
10:00 AM				MUTH 115 001 53293 202240		MUTH 115 001 53293 202240			
11:00 AM				GERM 211 004 47443 202240		MUTH 130 004 53174 202240		GERM 211 004 47443 202240	
12:00 PM				MUIN 320 001 45816 202240		MUSC 200 028 OG 51081 202240		MUIN 320 001 45816 202240	
1:00 PM						ENGL 101 088 41387 202240		ENGL 101 088 41387 202240	
2:00 PM					Choral Auditions	Choral Auditions		ENGL 118 002 41436 202240	PHIL 101 006 MMP OG 45286 202240
3:00 PM						FYS 129 109 55209 202240			
4:00 PM								BMA General Meeting	
5:00 PM									
6:00 PM									
7:00 PM									
8:00 PM									
9:00 PM									
10:00 PM									
11:00 PM									

HMC 009

	Sunday 8/21	Monday 8/22	Tuesday 8/23	Wednesday 8/24	Thursday 8/25	Friday 8/26	Saturday 8/27		
6:00 AM									
7:00 AM									
8:00 AM	Band Camp	Band Camp	Band Camp		MUTH 240 002 47021 202240		All-East/All-State Preparatory Clinic		
9:00 AM				SPAN 211 006 42232 202240	ENGL 102 011 41414 202240	SPAN 211 006 42232 202240			
10:00 AM				MUV 410 001 41065 202240		MUV 410 001 41065 202240			
11:00 AM				MUCO 350 001 41080 202240		ENGL 101 048 41347 202240		MUCO 350 001 41080 202240	
12:00 PM						SPAN 211 026 42253 202240			SPAN 211 026 42253 202240

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.

The screenshot displays the 25Live Pro interface for event scheduling. The top navigation bar includes the University of Tennessee Knoxville logo, the 25Live Pro logo, and user information for Diana Castillo. The main content area is divided into several sections:

- Quick Search:** A sidebar with search options for Events, Locations, Resources, and Organizations.
- Your Starred Event Searches:** A section indicating no starred event searches.
- Your Starred Location Searches:** A section indicating no starred location searches.
- Your Starred Resource Searches:** A section indicating no starred resource searches.
- Your Starred Reports:** A section indicating no starred reports.
- Find Available Locations:** A central section with instructions: "I know WHEN my event should take place -- help me find a location!" and "I know WHERE my event should take place -- help me choose a time!".
- Express Scheduling:** A form for scheduling with fields for Date / Time (Sun Aug 21 2022, 7:00 pm to 8:00 pm, 1 Hour duration), Express Locations (Search spaces), and Event Name.
- Your Upcoming Events:** A section showing 15 events where the user is the Requestor and 15 events where the user is the Scheduler.
- Your Event Drafts:** A section showing no event drafts where the user is the Scheduler.
- Your Starred Events:** A section indicating no starred events.
- Your Starred Locations:** A section listing 10 starred HMC locations, each with a location name and a star icon. The locations are: HMC 007 (Haslam Music Center 007), HMC 009 (Haslam Music Center 009), HMC 010 (Haslam Music Center 010), HMC 011 (Haslam Music Center 011), HMC 012 (Haslam Music Center 012 - Choral Room), HMC 018 (Haslam Music Center 018), HMC 022 (Haslam Music Center 022), HMC 025 (Haslam Music Center 025), HMC 039 (Haslam Music Center 039), and HMC 040.

1. Click on the “More” menu at the top right corner of the 25Live home page.

The screenshot shows the 25Live Pro home page. At the top left is the University of Tennessee Knoxville logo. The top navigation bar includes '25Live Pro', 'Event Form', 'Tasks 22', 'Diana Castillo', and a 'More' menu icon circled in red. A red arrow points to the 'More' menu. Below the navigation bar is a search bar with 'Go to Search' and 'Nothing recently viewed' text. The main content area is divided into several sections:

- Quick Search:** Search Events, Search Locations, Search Resources, Search Organizations.
- Your Starred Event Searches:** You do not have any Starred Event Searches!
- Your Starred Location Searches:** You do not have any Starred Location Searches!
- Your Starred Resource Searches:** You do not have any Starred Resource Searches!
- Your Starred Reports:** You do not have any Starred Reports!
- Find Available Locations:** I know WHEN my event should take place -- help me find a location! OR I know WHERE my event should take place -- help me choose a time!
- Express Scheduling:** Date / Time (Sun Aug 21 2022, 7:00 pm to 8:00 pm, Duration: 1 Hour), Express Locations (Search spaces), Event Name.
- Your Upcoming Events:** 15 Events in which you are the Requestor, 15 Events in which you are the Scheduler.
- Your Event Drafts:** No Event Drafts in which you are the Scheduler.
- Your Starred Events:** You do not have any Starred Events! Throughout this site you can mark any Event as "Starred" by clicking its icon.
- Your Starred Locations:** List of locations including HMC 007 through HMC 040, each with edit and star icons.

2. Select "Availability".

The screenshot displays the 25Live Pro interface for The University of Tennessee Knoxville. The top navigation bar includes the university logo, the text "25Live Pro", and "Event Form". A dropdown menu is open on the right side, showing navigation options: "List", "Calendar", "Availability" (highlighted with a red box and a red arrow), "Search", "Reports", "System Settings", and "User Settings". Below the dropdown, there are "Go to Tool" and "About" options.

The main interface is divided into several sections:

- Quick Search:** Includes search boxes for "Search Events", "Search Locations", "Search Resources", and "Search Organizations".
- Your Starred Event Searches:** Displays "You do not have any Starred Event Searches!".
- Your Starred Location Searches:** Displays "You do not have any Starred Location Searches!".
- Your Starred Resource Searches:** Displays "You do not have any Starred Resource Searches!".
- Your Starred Reports:** Displays "You do not have any Starred Reports!".
- Find Available Locations:** Contains two prompts: "I know WHEN my event should take place -- help me find a location!" and "I know WHERE my event should take place -- help me choose a time!".
- Express Scheduling:** A form with fields for "Date / Time" (Sun Aug 21 2022), "Express Locations" (Search spaces), "Event Name", "Time" (7:00 pm to 8:00 pm), and "Duration" (1 Hour). It includes "Save" and "Open in Form" buttons.
- Your Upcoming Events:** Lists "15 Events in which you are the Requestor" and "15 Events in which you are the Scheduler".
- Your Event Drafts:** A section for draft events.
- Your Starred Events:** Displays "You do not have any Starred Events!".
- Your Starred Locations:** Lists various Haslam Music Center locations (HMC 007, 009, 010, 011, 012, 018, 022, 025, 039) with edit and star icons.

And that's it! You can bookmark this page on your browser to easily access the viewing calendar.

The screenshot displays a web-based viewing calendar for The University of Tennessee Knoxville. The interface includes a top navigation bar with the university logo, user name (Diana Castillo), and various utility links like '25Live Pro', 'Event Form', 'Tasks', and 'More'. Below the navigation bar, there are search and filter options, including a search bar, a 'Nothing recently viewed' message, and a 'Legend' button. The main calendar grid shows dates from August 6 to August 11, 2022. The current date, Wednesday, August 24, is highlighted in blue. The grid contains numerous colored blocks representing different classes and events, such as 'MUCV 590 ...', 'MUTH 115 ...', 'GERM 211 ...', 'MUIJ 320 ...', 'ENGL 101 ...', 'FYS 129 1...', 'SPAN 211 ...', 'MUCV 410 ...', 'MUCO 350...', 'SPAN 211 ...', 'Orchestra sectional rehearsal...', 'FREN 333 ...', 'MUTH 451 ...', 'ELI 110 004 50240 202240', 'SPAN 494...', 'MUCV 110 ...', 'MUEN 580 001 OG 40463 202240', 'MUEN 320 001 40283 202240', 'ENGL 295 ...', 'ENGL 101 ...', 'MUTH 450 ...', 'FREN 112 ...', 'FREN 211 ...', 'MUSC 510 ...', 'MUCO 411...', 'MUCO 210...', 'MUCO 210...', 'CMST 499 001 44387 202240', 'MUSC 315 ...', 'MUTH 120 ...', 'MUTH 110 ...', 'MUTH 110 ...', 'POLS 474 ...', 'MUCO 290...', 'MUKB 110 ...', 'MUKB 110 ...', 'MUKB 110 ...', 'MUKB 120...', 'MUED 251 ...', 'MUJZ 130 ...', 'MUTH 100 ...', 'MUTH 100 ...', 'MUJZ 410 ...', 'CMST 260 001 53...', 'MUCO 115...', 'Orchestra sectional rehearsal...', 'MUEN 340 001 MMP OG 40286 202240', 'MUEN 399 ...', 'MUCO 110...', 'MUCO 115...', 'MUCO 110...', 'MUCO 120...', 'MUCO 120...', 'MUEN 589 ...', 'MUED 310 ...', 'MUEN 550 ...', 'MUEN 370 001 OG 40323 202240', 'Evie Chen: String Project', 'A Musician's ...', 'MUPF 251 ...', 'MUPF 151 ...', 'MUEN 310 001 MMP OG 40265...', 'MUED 210 ...', 'MUED 310 ...', 'MUED 230 ...', 'MUEN 552 ...', 'MUED 420 ...', 'MUTH 210 ...', 'MUED 430 ...', 'MUTH 530 ...', 'MUEN 315 026 OG 49393 202240'. The calendar also features a 'Go to Search' button, a 'Nothing recently viewed' message, and a 'Help' icon.