



## Student Booking Guide

### Student Organization Meetings

- All Student Club meetings open to the general community must be approved by CSI through **Involved**. Please review information from CSI to complete this process.
- Club executive board or closed meetings may not need to be approved in Involved, but must be requested in 25Live if being held in a RISD space.
- Room reservation requests for club meetings should be submitted at least two weeks in advance and include the following:
  - Requesting space in **25live**:
    - All fields of the event form should be reviewed and filled in as needed.
      - **Link to Event in Involved** must be provided in the Additional Event Information section.
      - A description of the event is required.
    - Select “Center for Student Involvement” as the *Organization*
    - Enter the CSI Staff contact as the *Scheduler*
    - Weekly meetings can be scheduled as recurring events.
- Please be sure to request a space that is appropriate for your reservation.
  - Please note the following locations will not be approved for weekly meetings or for events where a RISD Staff member is not on site: Washington Place Auditorium (20WP 143), Washington Place Gathering Space (20WP 102), RISD Auditorium (AUD 132), RISD Museum Spaces
  - Reservations may be moved to an alternate location at the discretion of the 25Live Administrator.

### Student Run Events

- All student run events must be approved by CSI through **Involved** or sponsored by a RISD Department
- Room reservation requests for **RISD CSI Club Events** should be submitted at least 2.5 weeks in advance and include the following:
  - Requesting space in **25live**:
    - All fields of the event form should be reviewed and filled in as needed.
      - **Link to Event in Involved** must be provided in the Additional Event Information section.
      - A description of the event is required.
    - Select “Center for Student Involvement” as the *Organization*
    - Enter the CSI Staff contact as the *Scheduler*
- Room reservation requests for **RISD Department sponsored events** should be submitted at least four (4) weeks in advance and include the following:
  - Requesting space in **25live**
    - All fields of the event form should be reviewed and filled in as needed.

- Select the sponsoring Department as the *Organization*
  - Enter the staff/faculty contact as the *Requestor*
- Student Run Events are required to have an on-site faculty/staff sponsor present if the **any** of the following criteria are met:
  - More than 50 guests are expected to attend
    - Note:** Events with more than 50 expected attendees will be reviewed by Public Safety and may be assigned a detail from RISD Public Safety, Providence Police, or Providence Fire at the sponsoring office's expense.
  - Events open to the members of the public outside of the RISD community
  - Events that require on-site services from facilities, catering, and/or media resources
  - Events located in Washington Place Auditorium (20WP 143), Washington Place Gathering Space (20WP 102), RISD Auditorium (AUD 132), RISD Museum Spaces
  - As determined on case by case basis by the 25Live Administrator or the Conference & Event Services Department

### Personal Use

- Students may reserve open space in **25Live** for personal use.
- Reservations for personal use should be submitted at least 3 days in advance and include "student" as the organization in these requests.
- All fields of the event form should be reviewed and filled in as needed.
- **The following activities are not considered permitted personal use.**
  - Any gathering for more than 10 individuals
  - Any gathering individuals outside of the RISD community
  - Any gathering or event open to the public
  - Any reservation on behalf of an organization
  - Any reservation that would require staff support
- Reservation requests in **25Live** are approved or denied at the discretion of the space manager. The following spaces are not available for personal use:
  - Washington Place Auditorium & Gathering Space
  - RISD Auditorium
  - RISD Museum Spaces

## How to Make Reservations on 25Live

Please email [scheuler@risd.edu](mailto:scheuler@risd.edu) with any questions.

1. Go to [schedule.risd.edu](http://schedule.risd.edu) and log in using your RISD credentials  
Do NOT use the “Express Scheduling” module on your dashboard!
2. Click on the Event Form button in the upper right corner and fill out all required fields.  
Details on the 25Live Event form fields are as follows:

### Event Name

Please provide a short name of your event, using as few acronyms as possible.

### Event Type

- If the reservation is for a student run event, please select **Student Event**
- If this is a reservation is for anything else, please select the appropriate event type from the drop down

### Primary Department or Office Sponsoring this Event.

- *Do not select your major!*
- If you are making a reservation on behalf of a club sponsored by RISD’s Center for Student Involvement please select **Center for Student Involvement**.
- If you are making a reservation for an event that is sponsored by a RISD department (example: you are a student employee making a reservation for your employing department) select that department.
- For any other student run event, please select **Student**

### Anticipated Attendance

- Please fill in the total number of expected attendees

### Event Description

- Please describe your event in as much detail as possible.  
Expand on any acronyms used in the Event Name

### Event Date and Time

- Please select the date and time of the first occurrence of your event. This should include the time the event itself will take place, not setup or takedown time.

**Event Date and Time** - Required ⓘ

Mon Jan 23 2023

4:00 pm

To:

5:00 pm

- Setup and Takedown time can be by clicking on the arrow next to Additional Time. Please note, the additional time selected will apply to each day of the reservation (if there are multiple days)

🔖 **Additional time** ^

**Setup Time**

0 Days 1 Hours 30 Minutes

**Takedown Time**

0 Days 0 Hours 30 Minutes

- If your event will repeat or span multiple days, you can set up a repeating pattern or select the additional days on the calendar below additional time

Repeating Pattern

<< < January 2023 > >>

S	M	T	W	T	F	S
01	02	03	04	05	06	07
08	09	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	01	02	03	04
05	06	07	08	09	10	11

[View All Occurrences](#)

## Locations

Type in the space you are looking for in the search.

### Locations Search

Auto-Load Starred:  No  Yes

Hide Conflicts  Enforce Headcount

Search Filters

Saved Searches (optional)  mem 401

Hint! Type :: to use SeriesQL.

Add	Name	Title	Default Capacity	Availability	Conflict Details
<input type="button" value="Reserve"/>	MEM_401	Memorial Hall, Room 401 (Taproom)	75	1/1	None

- If you are having trouble finding the location you are looking for, try typing fewer characters. (Example: The Taproom will come up if you search MEM 401 or Taproom, but will not come up if you search “Tap Room”)
- Additionally, your space may not appear if you have “hide conflicts” or “enforce headcount checked” checking these boxes will prevent the space from showing up, but will also prevent you from booking a space that is too small for your event.
- If your desired location is only available for some of your dates, you must find another location for the remaining dates before you can save your reservation

Add	Name	Title	Default Capacity	Availability	Conflict Details
<input type="button" value="Reserve Available"/>	MEM_401	Memorial Hall, Room 401 (Taproom)	75	1/3	<a href="#">Conflict Details</a>

## Attached Files

- You can use this section to upload any diagrams or PDFs associated with the event.

## Contact Roles for Event

- You will automatically be filled in as the requestor and scheduler, you can change that to someone else if you are booking on someone else’s behalf. Please select your Advisor or Staff sponsor for events as the scheduler.

## Additional Event Information

- Student Run Event: Yes

- Is this reservation for a club registered with RISD's Center for Student Involvement?
  - Select **Yes** if this is a reservation for a club registered with CSI. Club events will be denied if this is not filled out properly
  - Select **No** if this is a personal or non-club related event. These events will be reviewed and approved if the request adheres to the personal use guidelines later in this document.
- Answer all other questions as applicable to your reservation.  
*Filling this form out accurately is important for your request to be approved and to notify the appropriate departments in campus services of an upcoming event.*

**Affirmation**

- You must agree to the terms of the affirmation in order to create a reservation request.
- Submit your event form by selecting "Save" in the lower right corner to submit your request. *If your request does not save, you may have missed a required field*