

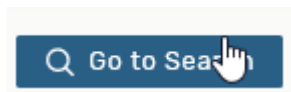


Checking Space Availability by Location

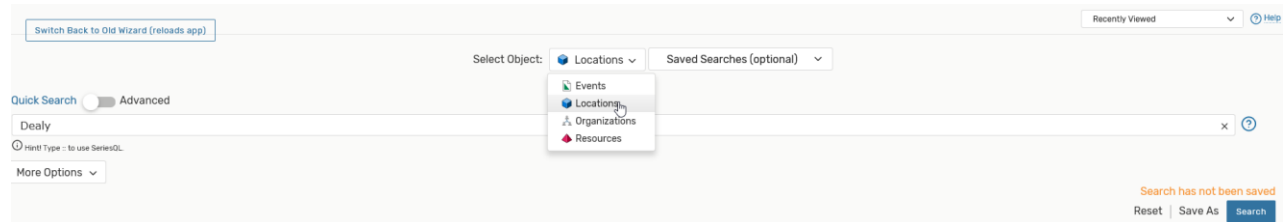
There are several ways to search for space availability.

On the **Home Dashboard**, you have a few simple options:

- 1) Click on **Quick Search > Search for Locations**. Type in your Location name, click Enter.
- 2) Click on **[Go to Search]**



Go to the **Select Object:** dropdown and choose **Locations**. Enter the Building or Room into the **Search Locations** box.



You can also use the **More Options** dropdown to search on additional details you need a location. For example,

- Categories (by Campus, Room Type, etc...)
- Features (Video or Web Conferencing, Furniture, Type of Computers, Special Equipment, etc...)
- Layouts (Lecture, Reception, Seminar, Open Space, Banquet, Classroom Style, etc...)
- Capacity (Minimum and Maximum size)

Whatever search option you choose you will be presented with a list of the space/s, where you can view

- events scheduled in the space
- the current availability
- detail information about the space



Viewing Options for Individual Spaces

- **List View** - Shows a list of the room name, formal name, categories, features, layouts, and max capacity.

List Calendar Availability Choose Columns

Name	Formal Name	Categories	Features	Layouts	Max Capacity
DE 101	Dealy Hall 101	Academic Space, Ada Accessible, Classroom, Dealy Hall, Rose Hill Campus	Air Conditioning Window Units, Board - Chalk, Dealy Hall, Dvd Player, Shades, Smart Classroom Level 2, Vcr, Windows	Classroom Desks (Layout 1)	40
DE 102	Dealy Hall 102	Academic Space, Ada Accessible, Dealy Hall, Rose Hill Campus, Seminar Room	Air Conditioning, Board - Chalk, Dealy Hall, Dvd Player, Seminar, Shades, Smart Classroom Level 2, V D1 Terminal, Vcr, Windows	Seminar Style (Layout 16)	18
DE 105	Dealy Hall 105	Academic Space, Ada Accessible, Dealy Hall, Rose Hill Campus, Seminar Room	Air Conditioning Window Units, Board - Chalk, Coat Rack, Dealy Hall, Dvd Player, Projector- Digital, Seminar, Shades, Smart Classroom Level 2, Vcr, Windows	Seminar Style (Layout 16)	18

- **Availability View**- Shows a grid view of the events that are scheduled in the rooms. **Blank Spaces** are possible open time blocks for requesting (click on the blank space to request the space). NOTE: Open timeslots are not guaranteed to be available until your request is approved

List Calendar Availability ← Tue Sep 24 2019 → Overlapping

	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11
DE 101		ECON 1200 R08 275...		HIST 1000 R01 1101...		ECON 3346 R01 298...	HIST 1075 R01 1102...	HIST 3420 R01 404...			ECON 5515 R01 12761 202010		ECON 5260 R01 12759 202010				
DE 102				ENGL 3013 R19 398...	HPRH 2003...		ENGL 2000 R32 170...	ENGL 5788 R01 40213 202010			HIST 5000 R01 25104 202010						
DE 105				ENGL 1102 R...	HPRH 2001...		ENGL 4116 R01 399...				HIST 5410 R01 41063 202010						
DE 107				ENGL 1102 R05 266...	HPRH 3001 R01 102...		SOCI 2800 R01 297...				CITY SQUASH FALL 2019		SPOR 7870 R01 41128 202010				
DE 110				ITAL 1501 R01 1036...	ITAL 3500 R01 3986...		ENGL 3008 R30 160...	ENGL 2000 R15 1117...	ECON 3437 R01 109...			ECON 4700 R01 HMP 41293 30...					

Click on a specific location to get a **Daily** or **Weekly** availability schedule of that space

Daily:

DE 101
Dealy Hall 101

Details List **Availability (Daily)** Availability (Weekly) Calendar ← Tue Sep 24 2019 → Overlapping More Actions

	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10
TUE Sep 24, 2019		ECON 1200 R08 275...		HIST 1000 R01 1101...		ECON 3346 R01 298...	HIST 1075 R01 1102...	HIST 3420 R01 404...			ECON 5515 R01 12761 202010		ECON 5260 R01 12759 202010			
WED Sep 25, 2019				FOOTBALL MEETING			ECON 3850 R01 29840 202010									
THU Sep 26, 2019		POSC 3214 R01 393...		HIST 1600 R01 XL 3...		ENGL 3467 R01 340...	CRAFTING AND...	ECON 3118 R04 333...		THEO 3542 R02 297...		SWS WEEKLY R...	INSY 2300 E01 39559 202010			
FRI Sep 27, 2019		ECON 1200 R08 275...		HIST 1000 R01 1101...		ECON 3346 R01 298...	HIST 1075 R01 1102...	HIST 3420 R01 404...					ONCONA HOSSEI...			
SAT Sep 28, 2019																
SUN Sep 29, 2019																
MON Sep 30, 2019		POSC 3214 R01 393...		HIST 1600 R01 XL 3...		ENGL 3467 R01 340...			ECON 3118 R04 333...	THEO 3542 R02 297...			BLBU 4431 E01 39110 202010			
TUE Oct 1, 2019		ECON 1200 R08 275...		HIST 1000 R01 1101...		ECON 3346 R01 298...	HIST 1075 R01 1102...	HIST 3420 R01 404...				ECON 5515 R01 12761 202010		ECON 5260 R01 12759 202010		



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Weekly:

DE 101
Dealy Hall 101

Details List Availability (Daily) **Availability (Weekly)** Calendar

← Tue Sep 24 2019 → Weeks: 1 Days More Actions

	Sunday 9/22	Monday 9/23	Tuesday 9/24	Wednesday 9/25	Thursday 9/26	Friday 9/27	Saturday 9/28
7:00 AM							
8:00 AM		PSYC 3274 R01 59350 202010	ECON 1200 R08 27084 202010		PSYC 3274 R01 59350 202010	ECON 1200 R08 27084 202010	
9:00 AM							
10:00 AM		HIST 1600 R01 XL 33893 202010	HIST 1000 R01 10190 202010	FOOTBALL MEETING	HIST 1600 R01 XL 33893 202010	HIST 1000 R01 10190 202010	
11:00 AM		ENGL 3447 R01 34009 202010	ECON 3346 R01 29859 202010		ENGL 3447 R01 34009 202010	ECON 3346 R01 29859 202010	
12:00 PM							
1:00 PM		VC FIRST MEETING OF 2019 2020	HIST 1016 R01 11021 202010	ECON 3650 R01 29860 202010	COACHING AND TELLING YOUR STORY	HIST 1016 R01 11021 202010	
2:00 PM		ECON 3198 R04 33303 202010	HIST 3420 R01 40437 202010		ECON 3198 R04 33303 202010	HIST 3420 R01 40437 202010	
3:00 PM							
4:00 PM		THEO 3542 R02 29777 202010			THEO 3542 R02 29777 202010		
5:00 PM			ECON 5505 R01 12761 202010	ECON 5500 R01 12760 202010	SWS WEEKLY RESEARCH TEAM MEETING	SYDNEY ROSSMAN - SYMPOSIUM COORDINATOR	
6:00 PM		BLBU 4431 ED1 59110 202010			INSY 2300 ED1 39559 202010		
7:00 PM			ECON 5360 R01 12769 202010	ECON 4240 R01 27177 202010			
8:00 PM							
9:00 PM							
10:00 PM							
11:00 PM							

- **Calendar View**- displays a calendar view of the events that are occurring in one week period. You can expand the calendar view for up to 16 weeks.

List **Calendar** Availability

Related Locations ← Sun Sep 22 2019 - Sat Sep 28 2019 → Weeks: 1

Sunday September 22	Monday 23	Tuesday 24	Wednesday 25	Thursday 26	Friday 27	Saturday 28
10:00 am - 1:00 pm MODEL UN SUNDAY CHUNNY TRAINING DE 115	8:30 am - 9:45 am ANTH 3351 R01 11717 202010 MR 0830-0945 DE 307	8:30 am - 9:45 am ACBU 2222 RZJ 39067 202010 TF 0830-0945 DE 302	8:30 am - 9:50 am PSYC 2000 R01 MMP BG 10541 202010 W 0830-0950 DE 326	8:30 am - 9:45 am ANTH 3351 R01 11717 202010 MR 0830-0945 DE 307	8:30 am - 9:45 am ACBU 2222 RZJ 39067 202010 TF 0830-0945 DE 302	8:00 am - 10:00 am PRE-GAME CHAPEL SACRED HEART CHAPEL DEALY HALL 1ST FLOOR DE 307
10:00 am - 2:00 pm LAOMB19027 DE 110	8:30 am - 9:45 am ANTH 4114 R01 33762 202010 MR 0830-0945 DE 306	8:30 am - 9:45 am AFAM 4000 R01 21087 202010 TF 0830-0945 DE 203	8:30 am - 11:15 am ECON 4005 R01 XL 30647 202010 W 0830-1115 DE 206	8:30 am - 9:45 am ANTH 4114 R01 33762 202010 MR 0830-0945 DE 306	8:30 am - 9:45 am AFAM 4000 R01 21087 202010 TF 0830-0945 DE 203	9:00 am - 12:30 pm LPP SHSAT PREP FALL COURSE DE 303 DE 304
2:00 pm - 5:30 pm SAIKM19850 DE 203	8:30 am - 9:45 am BISC 2539 R03 39544 202010 MR 0830-0945 DE 201	8:30 am - 9:45 am ANTH 4373 R01 23887 202010 TF 0830-0945 DE 306	8:30 am - 11:15 am ECON 4900 R01 21118 202010 W 0830-1115 DE 308	8:30 am - 9:45 am BISC 2539 R03 39544 202010 MR 0830-0945 DE 201	8:30 am - 9:45 am ANTH 4373 R01 23887 202010 TF 0830-0945 DE 306	9:30 am - 1:30 pm STEP FALL 2019 TC TRAINING DE 207 DE 208A
2:00 pm - 6:00 pm HSOM19048 DE 112	8:30 am - 9:45 am CBBU 1002 RZA 39948 202010 M 0830-0945 DE 301	8:30 am - 9:45 am BLBU 3443 R01 39107 202010 TF 0830-0945 DE 304	8:30 am - 11:15 am ECON 5005 R01 XL 30646 202010 W 0830-1115 DE 206	8:30 am - 9:45 am ECON 1100 R01 10744 202010 MR 0830-0945 DE 206	8:30 am - 9:45 am BLBU 3443 R01 39107 202010 TF 0830-0945 DE 304	2:00 pm - 6:00 pm HSOM19048 DE 112



Reviewing the Details for a Single Location

After selecting a location you would like to book by clicking on the name of the space (usually in blue font), you can also click on the **Details Tab** to view details of one particular location shows you the detailed features, capacities and an image of the space. Multipurpose rooms may have multiple images. Click on each Layout to see the furniture set up.

Single Space details:

MCG BALLROOM
Ballroom, 2nd Floor, McGinley Center, Rose Hill

Details List Availability (Daily) Availability (Weekly) Calendar

Comments
For assistance during the event, please call 929-251-3170.

Default Instructions
Please confirm your desired room setup no later than 72 business hours before your event. In the event no setup type is selected, your setup will be automatically selected. Please Note: Setups are unable to be changed on the day of. For assistance during the event, please call 929-251-3170. To place a catering order or to rent table cloths, please contact Fordham Campus Dining.

Features
Air Conditioning
Dvd Player
Electrical Outlets
Floor- Hardwood
Jack- Cable
Microphone - Wired (6)
Piano
Projector- Digital
Screen - Motorized
Sound System
Stage
Windows (5)

Attributes
none

Layouts


	Capacity
Max Capacity	500
Setup Information Pending (default)	500
As Is - No Change (Layout 14)	500
Banquet Round Tables (Layout 11)	280
Chorus Rehearsal (Layout 6)	500
Conference (Layout 7)	500
Lecture (Layout 8)	500
Open Space (Layout 15)	500
Reception (Layout 9)	500
Tables Around The Perimeter (Layout 3)	100

Categories
Ada Accessible
Mcginley Campus Center
Multipurpose
Rose Hill Campus

Related Spaces
Also Assign [MCG CAMPUS CENTER LOUNGE](#)
Also Assign [MCG TERRACE](#)
Close To [MCG CAMPUS CENTER LOUNGE](#)
Close To [MCG TERRACE](#)

Images
Viewing Layout Image: Setup Information Pending

For those that have used the previous version of 25Live (25Live Classic), you will notice the Pro application no longer has Tabs to navigate between Events, Locations, Tasks, Resources, and Reports. If you were accustomed to going back and forth between tabs, you can do the same with 25Live by opening the application on several tabs within your browser. Open one application of 25Live to Events; open another application of 25Live to Locations, another to Tasks, etc....

Online Help: On the top right-hand side of the 25Live site, click on the  link to go to documentation provided by CollegeNet, the parent company of the 25Live application.