

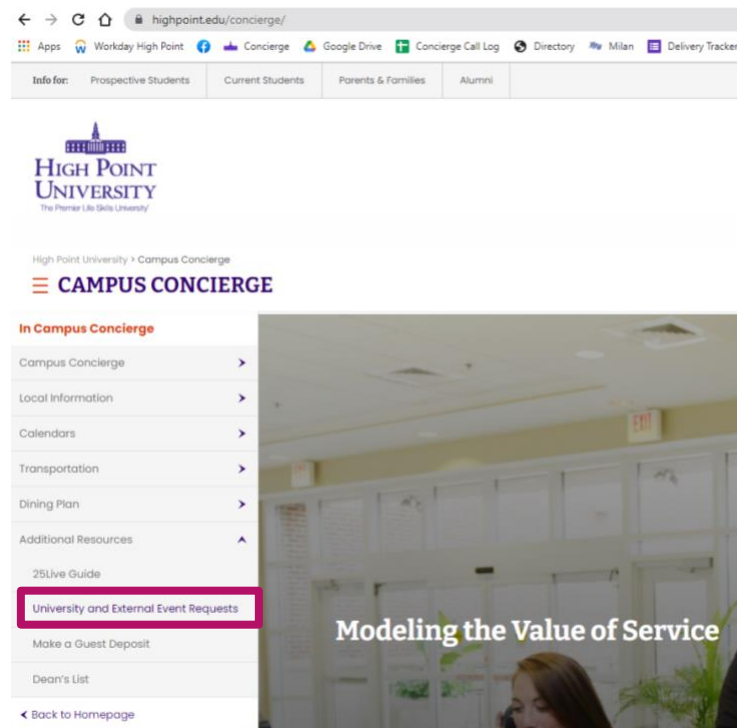


25Live and Facility Request Form

This documentation will walk you through how the Facility Request Form works and how to put a reservation in 25Live. 25Live is the scheduling system we use for all events on campus.

How to find the Facility Request Form

1. Start by going to **www.highpoint.edu/concierge**
2. Then expand **Additional Resources** under the dropdown menu at the top left of the page and click the **University and External Event Requests** option.



3. Now click **Request a Facility**



Available Forms

All events or activities hosted on campus must be reserved through Campus Concierge. Spaces are to be reserved by students, faculty, and staff only.

REQUEST A FACILITY

This form is to be completed by any current faculty, staff and student needing to request a space on campus.

Weddings – Please contact the Manager of Chapel Programs at 336-841-9132 to discuss your wedding at High Point University.

General Reminders

1. You are responsible responsible for placing work orders with campus enhancement for trash removal and or room reset. This includes, but is not limited to:

- Replacing any furniture moved to its original location

4. Proceed to **fill out** the **On-Campus Facility Request** form. Then click **submit**.

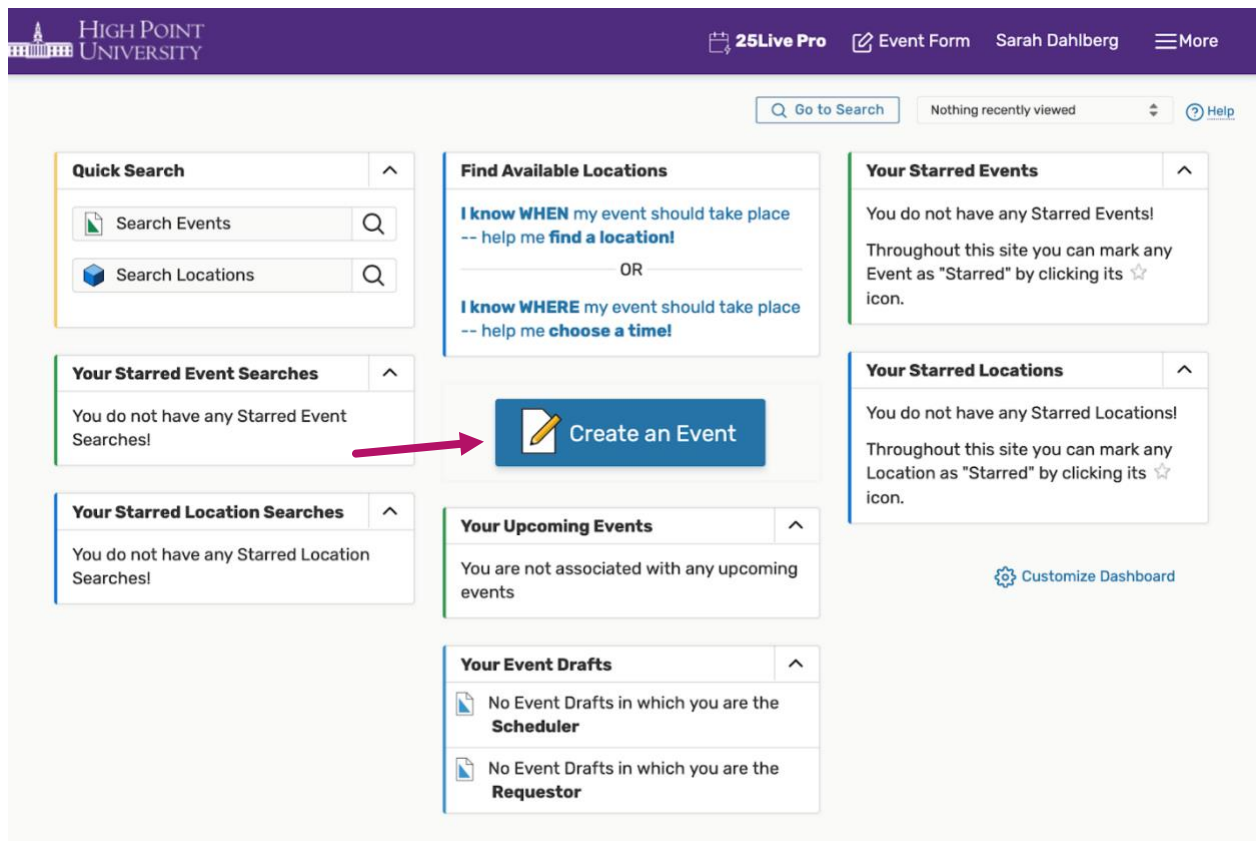
The screenshot shows a web browser window with the URL [h-campus-facility-request-form/](#). The page has a navigation bar with links for Google Drive, Concierge Call Log, Directory, Milan, Delivery Tracker, CE Work Order, Dry Cleaning Tracker, 25Live, Transportation Shut..., Cottrell Tracker, and 2021-2022. The main content area is titled 'On-Campus Facility Request' and includes the following sections:

- Event Information**: A section with a dropdown menu for 'Name' and a text input field for 'First'.
- Name**: A section with a text input field for 'Last'.
- HPU Email Address**: A section with a text input field.
- Are you a Student, Faculty, or Staff Member?**: A section with three radio buttons labeled 'Student', 'Faculty', and 'Staff'.
- Organization/Department Requesting Space**: A section with a text input field.
- Event Title**: A section with a text input field.
- Please describe your event.**: A section with a text input field.

How to Put a request in 25Live

Campus Concierge

1. Now go to **myreservation.highpoint.edu**, this takes you to 25Live.
 - a. Log in with your personal HPU Credentials.
 - b. ***Note** – If this is your first time logging into 25Live you will need a Campus Concierge staff member to assign the correct Faculty/Staff permissions in order to view everything you should have access to. Please email concierge@highpoint.edu for assistance.
2. Click **Create an Event** to start a reservation.



3. Enter event information **into** the form in **25Live**.

Campus Concierge

Add New **Untitled** ✕

- Event Name
- Event Title
- Event Type
- Primary Organization for this Event
- Expected Head Count
- Event Description (HTML-Enabled)
- Event Date and Time
- Event Locations
- Event Comments
- Event Confirmation Notes
- Internal Notes
- Post-Save

Event Name - Required

Event Title - Required ⓘ

Event Type - Required

Select an item ▼

Primary Organization for this Event

Search organizations ▼ Remove

Expected Head Count - Required

4. To add setup and breakdown time, click on **additional time**. Enter in the event start and end time, as well as factoring in any set up time/break down time. Often an event will start at a certain time, but the person wants the room available beforehand for set up.

Event Date and Time - Required

Fri Aug 07 2020

1:00 pm

To:

2:00 pm

☒ This begins and ends on the same day

Duration:
1 Hour

Additional time ▼

Click on the calendar below to add dates or click the button below to select a date pattern.

Additional time

Setup Time

0 Days 0 Hours 0 Minutes

Pre-Event Time

0 Days 0 Hours 0 Minutes

Post-Event Time

0 Days 0 Hours 0 Minutes

Takedown Time

0 Days 0 Hours 0 Minutes

Reservation Start:
Fri Aug 07 2020 1:00 pm

Reservation End:
Fri Aug 07 2020 2:00 pm

Reservation Duration:
1 Hour

5. Now **pick a location** for the event and search it for availability.
 - a. Reference the Building Abbreviations document as needed.



Event Locations - Required

Locations Search

Auto-Load Starred: ☒ No ☐ Yes

☐ Hide Conflicts ☐ Enforce Headcount

Saved Searches (optional)

More Options

- i. The example on the left shows what it looks like if all dates are not available.
- ii. The example on the right shows what it looks like if all date are available.

Event Locations - Required

Locations Search

Auto-Load Starred: ☒ No ☐ Yes

☐ Hide Conflicts ☐ Enforce Headcount

Saved Searches (optional)

Hint: Type :: to use SeriesQL.

More Options

Add	Name	Title	Default Capacity	Availability	Conflict Details
Request Available	PHIL 120	Phillips Hall Francis Auditorium	167	3/5	Conflict Details

Event Locations - Required

Locations Search

Auto-Load Starred: ☒ No ☐ Yes

☐ Hide Conflicts ☐ Enforce Headcount

Saved Searches (optional)

Hint: Type :: to use SeriesQL.

More Options

Add	Name	Title	Default Capacity	Availability	Conflict Details
Request	WEBB 103	Webb Conference Center Ballroom	135	5/5	None

6. Select whether your event will include any off-campus or external guests.

Event Custom Attributes - Required

* Off Campus / External Guests

No ☒ Yes

7. **Click save to finish** creating the reservation.
8. *Note - On the main page of 25Live, you can **search for events that have already been created and approved, or for the availability of a space.**

Campus Concierge

 HIGH POINT UNIVERSITY

25Live Pro  Event Form Sarah Dahlberg  More

Nothing recently viewed  Help

Quick Search ^

 Search Events

 Search Locations

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!**

 **Create an Event**

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 ^

You do not have any Starred Locations!

Throughout this site you can mark any Location as "Starred" by clicking its ☆ icon.

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 Upcoming Events ^

You are not associated with any upcoming events

Your Event Drafts ^

 No Event Drafts in which you are the **Scheduler**

 No Event Drafts in which you are the **Requestor**

 [Customize Dashboard](#)