Requesting a Room in the Bienen School Using 25Live/RES
Step-by-Step Instructions

Requests are permitted for three types of reservations:

1. **Performance Rooms**: Request up to two (2) hours in a performance room—McClintock Choral and Recital Room (RCMA 1-190) or Regenstein Master Class Room (REG MCR). These requests are managed by staff members in the Concert Management Office (Pick-Staiger Concert Hall).

2. **Chamber Ensemble Rooms**: Request up to two (2) hours in a large room with a grand piano for chamber music rehearsals—REG 117, REG 119, REG 137, and REG 139. These requests are managed by the Faculty Support Center (RCMA 2-000).

3. **Zoom Cart Rooms**: Request up to 90 minutes in a practice room equipped with a Zoom Cart for distance learning—RCMA 3-114, RCMA 3-133, and RCMA 3-137. These requests are managed by the Faculty Support Center (RCMA 2-000).

**VIEW CALENDAR AVAILABILITY and RESERVE A ROOM**

**STEP 1**: Go to [http://res.northwestern.edu](http://res.northwestern.edu), and Sign In to 25Live/RES with your NetID and Password. Then, select the 25Live Pro icon to navigate to the dashboard.

**STEP 2**: In the Search Locations box at the dashboard, search the letters “BSM” (no quotation marks) to see a list of all the Bienen spaces you can reserve online.

**PRO TIP**: Create a short-cut by saving your search, which adds it as a starred location on your dashboard.
STEP 3: Above the list of BSM spaces, select the Availability view to see all the room calendars at the same time. Move to a different day by clicking on the date above the list. Pro Tip: Check the “Include Requested” box to view requests that have already been made and are pending approval.

STEP 4: To make a request, hover over any empty half-hour slot and select the pencil and paper icon that appears, which will take you to an Event Form.

NOTE: Reservations can only be made at least 48 hours and no more than three weeks in advance.
STEP 5: Complete the fields on the Event Form (example below), and note the following:

- The Event Name must be entered in the following format, using your last name: **Student Reservation – LAST NAME**.

- Check that the correct date is selected and set the desired request time—up to two (2) consecutive hours for performance and chamber ensemble rooms and up to 90 minutes for Zoom cart rooms.

**PRO TIP:** Search and select BSM, and then click the star to make the organization easy to find in the future.

**REMEMBER:**
- Performance and chamber ensemble rooms—no more than two (2) hours
- Zoom cart rooms—no more than 90 minutes
• Check that the desired location is selected, agree to the terms of use, and click the Save button to submit your request.

STEP 6: Your request will be reviewed by the designated Bienen office, and you will receive an email confirmation when your request has been processed.