Bienen Guide to Requesting a Room in 25Live/RES

Reservation Types

Requests are permitted for three types of reservations:

- **Chamber Music Rehearsal**: Rehearsals of approved chamber music groups
  Ad Hoc groups must contact Music Faculty Support for additional approvals

- **Accompanist Rehearsal**: Rehearsal with an accompanist

- **Remote Lesson**: Lesson with a faculty member; may or may not have an accompanist present

Students are permitted one of each reservation type per day (e.g. a student can schedule one chamber music rehearsal, one accompanist rehearsal, and one remote lesson on the same day).

How to Make a Reservation

1. Go to [http://res.northwestern.edu](http://res.northwestern.edu) and log in to 25Live/RES with your NetID and Password.

2. Click either the link at the top labelled “Event Form” or the “Create an Event” button. This will take you to the Event Request Form.
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3. There will be a number of required fields. Depending on the purpose of the reservation (chamber group rehearsal, practice session with accompanist, or remote lesson) enter the following:

- **Chamber Group Rehearsal**
  a. **Title**: Enter *Chamber Music Rehearsal – [insert group number]*
  b. **Longer Event Title**: Enter full names of students in chamber group (if more room is needed, use internal notes section at end of form)
  c. **Event Type**: Search and select *Rehearsal – Student*

- **Accompanist Rehearsal**
  a. **Title**: Enter *Accompanist Rehearsal – [insert student and accompanist last names]*
  b. **Longer Event Title**: Enter the full names of the student and piano accompanist
  c. **Event Type**: Search and select *Rehearsal – Student*

- **Remote Lesson (with or without Accompanist)**
  a. **Title**: Enter *Remote Lesson – [insert student & faculty last names]*
  b. **Longer Event Title**: Enter the full names of the student, faculty member (instrument in parentheses), and accompanist name [if needed]
  c. **Event Type**: Search and select *Rehearsal – Student*

Examples:

<table>
<thead>
<tr>
<th>Title - Required</th>
<th>Title - Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chamber Music Rehearsal – SC30P</td>
<td>Remote Lesson – Glass and Boulanger</td>
</tr>
<tr>
<td>McCartney, Lennon, Harrison, Starr</td>
<td>Glass and Boulanger (piano)</td>
</tr>
<tr>
<td>Rehearsal - Student</td>
<td>Rehearsal - Student</td>
</tr>
</tbody>
</table>

TIP: You can star event types to make them easy to find.
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d. **Primary Organization for this Event:** Search and select *BSM*

   ![Primary Organization for this Event](image)

   *TIP:* You can star organizations to make them easy to find.

e. **Attendance:** Enter number of participants who will be in the room (not virtual attendees)

   ![Expected Attendance](image)

f. **Event Date and Time:** Select Date and Time

   ![Event Date and Time](image)

   *Request Window Note:* Reservations cannot be made within 48 hours of event date or more than two weeks in advance.

   *Request Length Note:* Reservations cannot exceed one hour.

g. **Additional Time:** Thirty minutes of time is required after every reservation for air recirculation. Please select the down arrow to expand the section.

   ![Additional time](image)

   Under *Post-Event Time* in the *Minutes* box, enter **30**

   ![Post-Event Time](image)
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**h. Location:** Search *BSM* in the search box

![Search Image]

Be sure to select the room type that matches your reservation type: *Chamber Group Rehearsal, Remote Lesson, or Rehearsal with Accompanist.*

**Chamber Groups**
- Wind Chamber (WC#) or String Chamber (SC#)
  - Kresge 2319 (no piano)
  - Kresge 2329 (no piano)
  - Kresge 2335 (no piano)

- String Chamber with Piano (SC#P)
  - LL-113 (grand)
  - LL-121 (grand)

**Rehearsal with Accompanist:**
- RCMA 1-160 (upright)
- RCMA 1-164 (upright)
- REG 117 (upright)
- REG 137 (upright)
- RCMA 3-131 (grand)
- RCMA LL-115 (grand)

**Remote Lesson:**
- RCMA 1-168 (grand) {zoom cart}
- RCMA 1-172 (grand) {zoom cart}
- RCMA 3-133 (no piano) {zoom cart}
- RCMA 3-137 (no piano) {zoom cart}

Last Updated 3/25/2021
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Select room with the Reserve button and selection will pop up below

TIP: You can star locations to make them easy to find.

<table>
<thead>
<tr>
<th>Unavailable</th>
<th>Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>KRG2430 - BSM</td>
<td>Kresge Centennial Hall 2430 - BSM Chamber Rehearsal (No Piano)</td>
</tr>
<tr>
<td>8</td>
<td>0/1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>KRG2435 - BSM</td>
</tr>
<tr>
<td>Kresge Centennial Hall 2435 - BSM Chamber Rehearsal (No Piano)</td>
</tr>
<tr>
<td>6</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>KRG2440 - BSM</td>
</tr>
<tr>
<td>Kresge Centennial Hall</td>
</tr>
<tr>
<td>8</td>
</tr>
</tbody>
</table>

i. **Terms of Use – Space Utilization**: Review and click the check box to agree to the terms of use.

j. **Internal Notes**: If additional room was needed above, insert full names of participants

```
Paul McCartney, John Lennon, George Harrison, Ringo Starr
```

4. Select **Save**

5. Faculty Support Center will review your request and confirm via email.