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 See General Availability and Reserve a Room

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

2. In the *Search Locations* box on the homepage, search the letters *BSM* to see all available spaces for reservation.

TIP: Starred locations appear as a category that can be quick-searched.
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3. Select **Availability** above the list of rooms to see their availability on a calendar.

4. Using the arrows on either side of the date on the right, select a date to see the availability of each room, including its regular hours and when it is already booked.

5. To select a time for a reservation, hover over a half-hour slot and select the pencil and paper icon that appears.

Request Window Note: Reservations cannot be made within 48 hours of event date or more than two weeks in advance.
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6. The standard event form will appear with the location and start time pre-populated with a half hour reservation that can be extended to the full hour if desired.

![Event Form Screenshot]

Request Length Note: Reservations cannot exceed one hour.

7. Return to the top of the form. 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
  c. **Event Type**: Search and select *Rehearsal – Student*
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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>Longer Event Title</td>
<td>Longer Event Title</td>
</tr>
<tr>
<td>McCartney, Lennon, Harrison, Starr</td>
<td>Glass and Boulanger (piano)</td>
</tr>
<tr>
<td>Event Type - Required</td>
<td>Event Type - Required</td>
</tr>
<tr>
<td>Rehearsal - Student</td>
<td>Rehearsal - Student</td>
</tr>
</tbody>
</table>

**d. Primary Organization for this Event:** Search and select *BSM*

**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)

**f. Event Date and Time:** Should already be prep-populated with the date and time selected. See above (steps 5-6).

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

Under *Post-Event Time* in the *Minutes* box, enter **30**
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h. **Location:** Should already be prep-populated with the location selected. See above (steps 2-4). *Note:* Be sure to select the room type that best matches your reservation:

**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}

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

![Terms of Use - Space Utilization](image)

j. **Internal Notes:** For additional information, if needed.

8. **Select Save**

![Save button](image)

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