Instructions for completing the Reservation Request Form on the University Scheduling website at:
http://www20.csueastbay.edu/pemsa/university-scheduling/index.html

**COMPUTER LABS:** For instructions on reserving a computer lab – Please go to Page 4.

Prior to submitting a request for a particular space, you can look-up the availability for that space.

**Space look-up and room availability**

1. To view availability of spaces, you can use the 25Live Search Location at:
   https://25live.collegenet.com/csueastbay/#home_my25live[0]
2. It is best to use Chrome, Firefox, or Safari to view this site.

**Event Information.**

1. The Event name is a name given by the requestor.
   a) Each new event name will be issued an Event ID Number.
   b) An event name can have multiple dates and times.
2. Event type would be meeting, music, picnic, etc. This section does not need to be fully detailed, but rather to give an example of how the space will be used.
3. To **enter date and time:**
   a) Left click on the calendar icon: ✎

A calendar window opens to the current date and time:

![Calendar](image)

**Note:** change the time to the proposed event time before choosing the event date:
Office of University Scheduling  
California State University, East Bay  

Once a left click is made on a calendar date, the calendar will close. If you had not changed the time, you will need to re-open the calendar to change the time of the event, or you can make the change manually.

**Event set-up time and Clean-up time** is not a required entry. This time will not be published on the R25 events calendar, only the start time of the event will show on the events calendar.

4. If your event has **multiple dates and/or times**, please use the txt box at the bottom of the form to add special dates or instructions.

**Requestor Information**  
1. This information is required for contact purposes only.

**Computer Lab Requests**  
1. This is a required answer.  
2. If the event request will not need to use a computer lab, choose the ‘no’ button and continue with the completion of the form.  
3. Instructions for reserving a computer lab are detailed on **page 4** in this document.  
4. If the computer lab is part of a larger event, please process the requests for space separately.

**Alcohol and food served questions**  
1. These are both required answers.  
2. If neither alcohol nor food are being served, answer ‘no’ and proceed to the next section of the form.  
3. If either alcohol or food are being served, answer yes and be sure to read the instructions in the pop-up boxes.  
4. For alcohol served, the event must be compliant with the University Alcohol Policy. Please follow the link provided and contact Student Health Services for any questions that you might have (510-885-3733).  
5. For food served, Aramark Food Services must first be consulted. Please contact Aramark at [https://csueastbay.catertrax.com/](https://csueastbay.catertrax.com/)
Office of University Scheduling
California State University, East Bay

Number attending
1. This is a required answer.
2. If you are unsure of the total number attending the event, make your best estimate.

Location
1. This is a required answer.
2. If you do not see the space you are requesting, you can either abandon the completion of the request form and contact the Facilities Reservations Coordinator at 510-885-3681, or you can enter your second choice space, complete and submit the form, and enter your first choice in the space provided for ‘Other special requests or instructions’.
3. Spaces that are designated with an ‘*’ have personnel charges associated with the required room monitor and the PS account number is a required entry for these rooms.
4. If you do not know your department PS account # - please enter 'Not available'. Your department will be contacted for this account # prior to the event start date.

Equipment Information
1. This is not a required answer.
2. If you have any questions about equipment, please contact the Facilities Reservations Coordinator at 510-885-3681.
3. If you have any questions about Information Technology Services, please refer to the IT Service Desk website at: [https://www20.csueastbay.edu/its/service-desk/](https://www20.csueastbay.edu/its/service-desk/)

Other special requests or instructions
1. This is not a required answer.
2. You can add any special needs that are not covered in the form in this area.

Trouble shooting or technical issues
1. If you have any questions about your event when completing this form, please contact the Facilities Reservations Coordinator at 510-885-3681.
2. If you have any problems with the functionality of the form, please contact the Service Desk at: [http://www20.csueastbay.edu/its/service-desk/](http://www20.csueastbay.edu/its/service-desk/)
Instructions for reserving a computer lab using Facilities Reservations website

In August 2010 the Computer Lab Reservation system was closed down and the process for reserving a computer lab was moved to the Facilities Reservations online request form at: http://www20.csueastbay.edu/pemsa/university-scheduling/index.html

NOTE: This request form is for ad hoc use of the computer labs only. If the reservation is for an academic class that will meet in the lab on a regular basis, please contact: academic_scheduling@csueastbay.edu

Prior to submitting a request for a particular space, you can look-up the availability for that space.

Space look-up and room availability
   1. To view availability of spaces, you can use the R25 Webviewer at:
   2. http://wv.csueastbay.edu/wv3
   3. Instructions for the R25 Webviewer are located at:
          http://www.aba.csueastbay.edu/FACRESV/OvrvwforClndr.pdf

Event Information.
   1. The Event name is a name given by the requestor.
      a) Each new event name will be issued an Event ID Number.
      b) An event name can have multiple dates and times.

   2. Event type would be academic class, training session, etc.

   3. To enter date and time:
      a) Left click on the calendar icon:

A calendar window opens to the current date and time:
Note: change the time to the proposed event time before choosing the event date:

12 : 00 PM

Once a left click is made on a calendar date, the calendar will close. If you had not changed the time, you will need to re-open the calendar to change the time of the event, or you can make the change manually.

4. Event set-up time and Clean-up time is not a required entry. This time will not be published on the R25 events calendar, only the start time of the event will show on the events calendar.

5. If your event has multiple dates and/or times, please use the text box at the bottom of the form to add any special dates or instructions.

Requestor Information
1. This information is required for contact purposes only. If this lab reservation is for an academic class, enter the instructor’s name.

Computer Lab
4. This is a required answer

5. Once the ‘yes’ button is chosen, only information pertinent to the computer labs will be active on the form.

6. If the computer lab is part of a larger event, please process the requests for space separately.

7. In the field for:

   Course # / Department / Reason:  Course Section:

   a. If the reservation is for a class, please enter the course # and section #.
   b. If the reservation is for a non-academic class, please enter your department or the reason for the reservation.
8. For the Location, please use the drop-down box:

9. If you are unsure of the software installed on the computers in the room you have chosen, please contact the Service Desk at:
   
   http://www20.csueastbay.edu/its/service-desk/

10. If your first choice of computer lab is not available, the Facilities Reservations Coordinator will contact you to choose another location.

11. If there are technical issues with the online form or in the classroom, contact the Service Desk: http://www20.csueastbay.edu/its/service-desk/.

12. If there are questions about completing the form, contact Academic Scheduling:
   academic_scheduling@csueastbay.edu.