



Visit the new [University Scheduling](#) website which contains useful resources for [25Live](#) and [Reservations](#)!



## New University Union Resource: UU Empty Room Resource

Have you ever needed an empty room for an event?

For yoga, creative process, or movement?

Now your team at the University Union can provide you with an empty room for your approved activity. You can choose the "UU Empty Room Resource" in 25Live when requesting your event resources.

Why not just add this in a note or call UU Reservations to let them know? It's a bit complicated for a Newsletter – but has to do with reports for the room set-ups. Of course we always like to teach and learn, so if you want to know more contact [University Union Reservations](#) for all of your UU needs.

[Read More - UU Reservations](#)

### Contact Us

On the web: [University Scheduling](#)

By email

[Lucero Wallace](#), Director

[Cecilia Grima](#), Reservations Coordinator

[Mark Chan](#), Academic Scheduler

UU Website: [University Union](#)

By email: [Reservations](#)

### 25Live Resources – why they are important

Why is it so important to request Resources in 25Live? When you request your Resources for an event the campus Service Departments get notified of your request. For Resources that have quantities – like tables and chairs – adding the Resource in 25Live keeps track of the inventory.

[Read More](#)

## More on University Union Reservations

A few tips:

- It is important to request Resources for the Union and those begin with UU- . The Union rooms are not automatically equipped and they can be arranged to meet the event needs.
- Only choose Resources that begin with UU - for the Union
- Only choose those that begin with H- for events outside of the Union
- Union rooms need at least an hour between events for our Operation's team to setup for the next event
- The MPR needs at least two hours for setup and breakdown between events

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**More on Resources:** What is the difference between Resources and Custom Attributes?

This can be a bit confusing, but Resources are something (equipment or a service) that is delivered to your event and Attributes provide information about your event – a bit like a check list. In the Event Wizard we'd like to be able to set the Attributes page before the Resource page – which in our minds makes a bit more sense. Unfortunately, we can't alter the detail in 25Live.

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### SF Conference Rooms:

#### New Self-Service Hours

The SF conference rooms are now available for self-service reservations during the following hours:

Monday through Friday: 7 am to 8 pm

Saturday / Sunday: 7 am to 6 pm

Please note that access to the rooms is the responsibility of the meeting scheduler. UPD is aware of the new hours and can be contacted if necessary, but their availability is dependent on campus activity.

### Location Default Setup Instructions

Please note that some Locations have information provided in their **Setup Instructions**. These are usually rooms that have a special Use Policy or perhaps a requirement that schedulers should be aware of.

One example is VBT-0124. On the [Location Details page](#) under **Attributes** there is both a link to the Use Policy as well as a note that IT needs to be present during non-standard business hours. IT can be reserved for VBT-0124 through Service Now by choosing - *Event Consultation Services*.

Here is a snapshot of the VBT-0124 Setup Instructions in the 25Live Event Wizard. This can be seen when the Location is requested:

**Selected Locations**

**VBT-0124** ✓ ☆ ✕

VBT-0124 Valley Business and Technology Presentation Center

**Max Capacity:** 255

**Features:** Video Camera; EBR-Appliance; East Bay Replay; Doc Cam; Limited Access; Tables and Chairs; Tiered Floor; Whiteboard

**Conflicts:** None

**Layout:** Classroom Style [255]

**Setup Instructions:**  
IT support required during non-instructional days and times. Please request these services via the Service Now web site: <https://csueastbay.service-now.com/sp> - Active link provided in the Attributes box on the Details Page for this Location.

If you come across Locations that you think would benefit from having these Setup Instructions, we want to hear your ideas!

### New! Tabling Location in SA Lobby & Template available for Layouts

An email was sent out to announce a new location for tabling in the SA Lobby. The Location in 25Live is SA LOBBY TABLING. You can request a table (1) and chairs (2) when you request this new Location.

A template is now available for your event layout diagrams. These are required for outdoor events where the equipment needs approval and are submitted to Chuck Copus and a copy goes to Terri Ramirez. Terri's team cannot complete a set-up with a layout diagram.

Here is a link to the [Event Layout Diagram Template](#). Or contact University Scheduling for more information.