

## Space Management Scheduling Policy

The space reservation system (25Live) provides an online means for checking availability and reserving various spaces across campus. Room and event space reservations are booked on a first-come, first-served basis. All space requests must be received electronically and requests for space are accepted up to one year in advance (with some restrictions). Authorized users can submit requests for spaces, which are then reviewed by space management staff. Students may reserve space for an organization of which they are a member, or for a student event/meeting sponsored by a faculty or staff member. Individual students may not request space.

Requests are not considered confirmed until you have received an email from Space Management with the event details.

- University sponsored events, programs, or meetings should be scheduled at least five (5) business days in advance of the scheduled event.
- Requests for multiple event dates or standing reservations are acceptable.
- Approved space reservations are subject to change if there is an official class change or a priority request by administration.
- Requests will be reviewed and processed in as timely a manner as possible.
- All requests must include the following information:
  - Event Name
  - Event Type - closest match, does not have to be exact
  - Primary Organization - If your organization is not listed, please email [upgspace@pitt.edu](mailto:upgspace@pitt.edu); this is an ever-changing list and new groups can be easily added.
  - Expected number of participants/attendees
  - Event Date and Time
    - When requesting a space, be sure to include setup and tear-down time, especially if you intend to have catering or need the standard space setup changed.
  - Event Location – based on available spaces

If an event requires AV/IT, Catering, or Facilities assistance, the requesting group or individual must coordinate those additional services with each of the departments needed. Additional tables/chairs can be delivered to the reserved space but it is the responsibility of the requesting group/individual to set up and tear down any extra chairs/tables.

AV/IT and Facilities Maintenance request forms can be found at <https://www.greensburg.pitt.edu/faculty-staff/campus-services>

Campus Catering: <https://dineoncampus.com/upg/catering-information>

To contact Space Management, please email [upgspace@pitt.edu](mailto:upgspace@pitt.edu).

This email is checked daily, Monday through Friday from 9:00am until 4:00pm.