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EMCC Facility & Event Reservations

25Live Pro is the official facility and event reservation and calendar system for Maricopa Community Colleges. It is a web based system that can be accessed via the internet and on smartphones at: https://25live.collegenet.com/pro/maricopa/.

As our campus continues to grow, space is always in demand and often times limited. As such, it is imperative that any usage of space on campus, including classrooms, conference rooms, vehicles, and outdoor spaces, have been requested and approved through the appropriate process to ensure fairness and equity of space for all employees and students. This information also informs our Public Calendars for community members, students, and employees to quickly find events and meetings of interest to them. In addition, College Police and Campus Facilities rely on the accuracy of 25Live Pro to inform them of all campus approved events and meetings through 25Live Pro.

25Live Pro is managed by the Instructional Services Department and events are jointly maintained by the Instructional Services, Business Services, and Facilities departments at EMCC. Any communication regarding facility and event information should be sent to DL EMC EventRequests@estrellamountain.edu.

For best performance, Google Chrome, Firefox, and Safari are the recommended browsers for 25Live Pro. Internet Explorer is not recommended unless using the newest version of Internet Explorer.

EMCC Calendars

The EMCC Public Calendars for the Community, Students, and Employees are designed to provide information about events and meetings of interest to each of the groups. The EMCC Public Calendars **do not** display all facility and event reservations and information taking place on campus, therefore, these calendars should not be used to find available locations, or to search for events in a particular space on campus. https://www.estrellamountain.edu/calendars

For security and legal reasons, many reservations are intentionally not published to the public calendars. However, as Maricopa Community College employees, all event information (private and public) is available and can be viewed once logged into 25Live Pro.

Guidelines for Submission

Any usage of space on campus, including classrooms, conference rooms, vehicles, and outdoor spaces (whether public or private), must be requested and approved through 25Live Pro prior to use. All requests are submitted as drafts, and are not considered "approved" until the requestor has received an event confirmation by an approved scheduler.

Unauthorized use of space may result in conflicts with approved events. Approved events will always have priority in approved spaces. College Police and Campus Facilities will not support events unless they have been approved through the appropriate process.

Only MCCCD employees and student workers with MEID usernames and passwords that are in the Human Capital Management (HCM) system may access that 0

- x Classrooms: Accept requests for active terms in which registration for that term has already begun.
- x Vehicles: Accept requests for active terms in which registration for that term has already begun.

External Organizations and Space Rentals

Any requests for space from external organizations, including public tabling, vendors, and other Maricopa Community Colleges, must be reserved in consultation with the Facilities Scheduling Office at DL EMC EventRequests@estrellamountain.edu.

Space rental information can be found online at:

ƒ EventType – Select the event type that most closely relates to this event. Only one event type can be selected and cannot be changed once confirmed. **Vehicle Reservations Only use TRAVEL.** Public calendars may depend on the event type. See the definitions for Event Types in the appendix section of this document.

ƒ Primary Organization for Event or Driver – Choose the department or program responsible for this event or for the travel. All EMCC Organizations will start with 'EM_'. Search using 'Browse' in the dropdown menu, then search by Types (EMC Internal
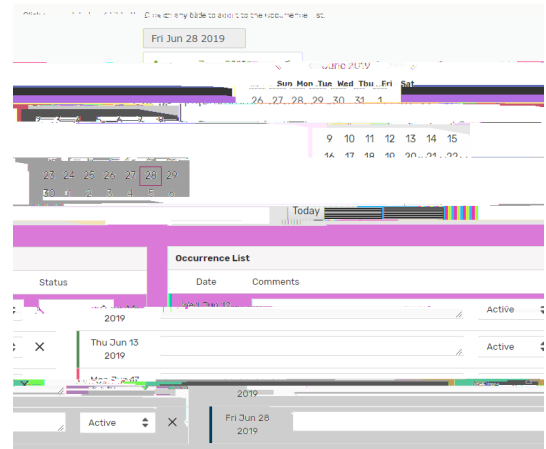
Cancelling an Event

Events that have been cancelled for any reason need to be reflected accurately in 25Live Pro for accurate reporting, utilization, safety, and public calendars.

Events need to be cancelled through an email request to DL EMC EventRequests. Please include the confirmation number and the date(s) to be cancelled.

Appendix

Definitions of Event Categories	
Event Categories are used to specifically categories the event type. Each event created in 25Live Pro must be assigned an event category but may select as many that relate to the event. Event categories must be chosen as accurately as possible as these will affect the events that are published on the web.	
Categories	**Definition or Examples for EMCC**
Please indicate which calendar(s) this event should display on by selecting only one (1) of the following: Open To Public (will also display on Student and Employee calendars); Student Event (will also display on Employee Calendar); Employee Event (will only display on Employee calendar); or Do Not Publish (will not be displayed on any public calendar). No other categories listed are used by EMCC and should not be selected.	
Open to Public	An event open to the Public (event open to the public will also automatically be determined as open to Employees and Students. These additional categories do not need to be selected).
Student Event	An event open to Students (event open to students will also automatically be determined as open to Employees. These additional categories do not need to be selected).
Employee	An event open only to Employees
Do Not Publish to Web	An event that will not be displayed on public calendars x Interviews x Employee Performance Reviews or Employee Related x Rentals x Vendors (Student Life) x Vehicle Reservations
In addition, please categorize the event as social/global, civic engagement/political, and/or, cultural/diversity if applicable to the event. These categories will be used MCCCD reporting.	

| Social/Global | A social and/or global event. These events must include this category for annual reporting purposes. Example: Domestic Violence Awareness, AIDS, International Student Events, Love Your |