SPACE RESERVATION REMINDERS

MOST SPACES MUST BE REQUESTED IN 25Live. *

To request an event space, sign in to 25Live and submit the “Event Wizard” (space and service request form). Requests are sent to a central holding bin and then distributed to the person who schedules the space you request. **It is essential that you provide the accurate event date/time and specify a desired location.** A reservation confirmation will be emailed to you once the scheduler has reserved the space. **NOTE:** Do not bookmark, use a shortcut or access 25Live via the Smith Portal. Once you have accessed 25Live online, the complete url will automatically appear as you attempt to access it again.

Service and equipment needs (referred to as **resources**) can be submitted at the same time and on the same form as your space request. You can also return to your event to add the resources after your space has been confirmed by the space scheduler. Resources must be submitted at least two weeks before your event. If you are using college catering, you should submit your order at http://www.smith.edu/diningservices/catering_form.html upon receipt of your space confirmation.

**OF SPECIAL NOTE**

- **Commencement/reunion and all reunion weekends:**
  2016: May 12-15; May 19-22
  2017: May 19-21; May 25-28

  All requests for use of space during **commencement/reunion and all-reunion weekends** require the approval of both the Office of Alumnae Relations and the Events Management Office. Priority for use of all college spaces is given to commencement and reunion events so that all spaces are available for those activities on these weekends.

- **Reservations of space during summer recess are processed by Summer Programs (ext. 2165).**

- **The Americans With Disabilities Act of 1990 (Public Law 101:336) requires that any activity planned and scheduled to take place on the Smith campus which is open, or advertised as open, to the Smith community, the Five College community, or the general public must be accessible to persons with all types of disabilities.**

*Listed below is contact information for the spaces that cannot be requested online and are reserved by special permission. **ALL OTHER SPACES CAN AND SHOULD BE REQUESTED IN 25LIVE.**

Seelye B4 .......................................................... Joanne Cannon, ext.3472, j cannon@smith.edu
Seelye B2 .......................................................... Liane Hartman, lhartman@smith.edu, ext. 4487
Bass 209 (Gale Curtis Room) ............................ Laura Fountaine-Cincotta, ext. 3349
  lfountaine-cincotta@smith.edu

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