

25Live User Policies

Welcome to 25Live! Because you are working in a shared system, there are policies in place to ensure we all work side-by-side trouble-free.

Please read these policies carefully. You are required to abide by all policies. Penalties for non-compliance may result in losing your 25Live privileges temporarily or permanently.

- You should only book rooms for meetings for your office. Do not book rooms for anyone outside of your office, suite or department.
- Until add/drop period is over, users may only book space during activities period in classrooms. Conference rooms, however, are not restricted and are available for all day booking.
- LOOK AND BOOK. You must formally reserve a space in order to have it. Please do not use rooms you haven't booked. Squatting causes (perceived) double booking, headaches, and overall bad feelings.
- In cases of perceived double-booking, squatting, etc.: whomever has the space actually booked is the person who gets it.
- Do not book rooms for students or student organizations. Please refer them to the SLI office for assistance.
- Do not book classes, or process room changes for classes, under any circumstances. Those requests/changes must be sent to the Registrar's Office for approval.
- Do not share your login information with anyone. Everyone must book under their own name.
- Do not contact people who have existing room reservations to discuss swapping or moving them to another space. To discuss something like this, please email the Conferences and Events office at events@suffolk.edu. They will be able to assist you.
- Function spaces, as defined as rooms that can accommodate different setups, are always booked by the Events Office. To request these spaces, please fill out the room request form.
- Occasionally, there may be a need to move you from a space you've booked. Reasons may include VIP occurrences, emergencies, changes in class

schedules, among others. You will be informed of these by either the Registrar's Office or the Events Office. Please understand that this is a necessary change; an alternate, suitable space will be found and assigned for your meeting by the office that made the change.

- Please make changes or cancel meetings that are no longer occurring as promptly as possible.
- Do not book multiple spaces for the same meeting.
- Do not hold space back to fill at a later date. Book only what is actually happening, not what you think may happen down the road.
- Do not book an event in a meeting space. Meaning, do not try to put something that shouldn't be in a specific room there just to try to help or circumvent the process.
- Do not knowingly book an external meeting on the behalf of a Suffolk person. Meaning, do not book something that you know is a non-Suffolk meeting just because you are asked. If you are unsure or suspect the meeting is external, submit a room request form so the Events Office can review and make that determination. No need for you to be put in an awkward situation.
- When booking meetings, factor in setup or breakdown time (if needed) to the actual start/end time. For example, if the meeting begins at 11 a.m. but catering will be coming, you should book the room at 10:30 a.m. to allow ample setup time. Conversely, you should add 15-30 minutes to the end to allow for cleanup. Because meetings are booked back-to-back, the expectation is that the room will be clean & empty immediately after the meeting ends.
- Do not pad meeting time unnecessarily.
- When booking space, be as specific as possible with the "Event Name". For example, "Economics Faculty Meeting" is far more descriptive than "Meeting".

Remember, you are working in a system that is viewable by others. Be precise, concise, and accurate. Be considerate of others and our space challenges; book what is needed when needed: no more, no less.

Spaces for Fall can be booked on or after May 1st.

Spaces for Spring and Summer can be booked on or after November 1st.