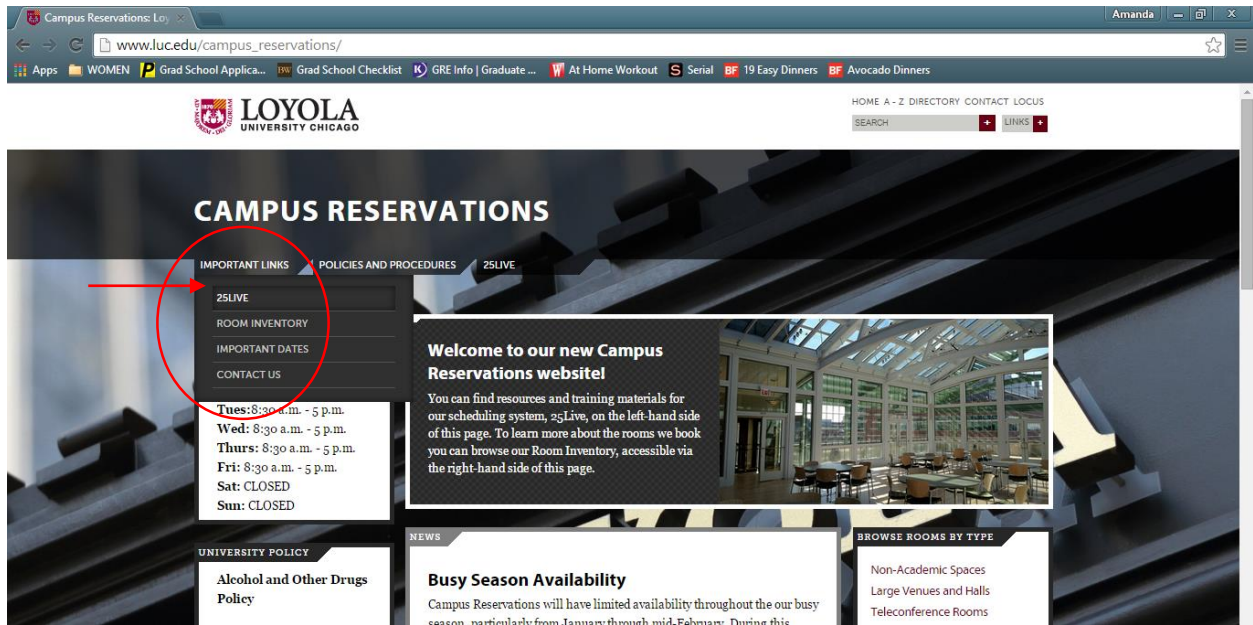


# Room Reservations

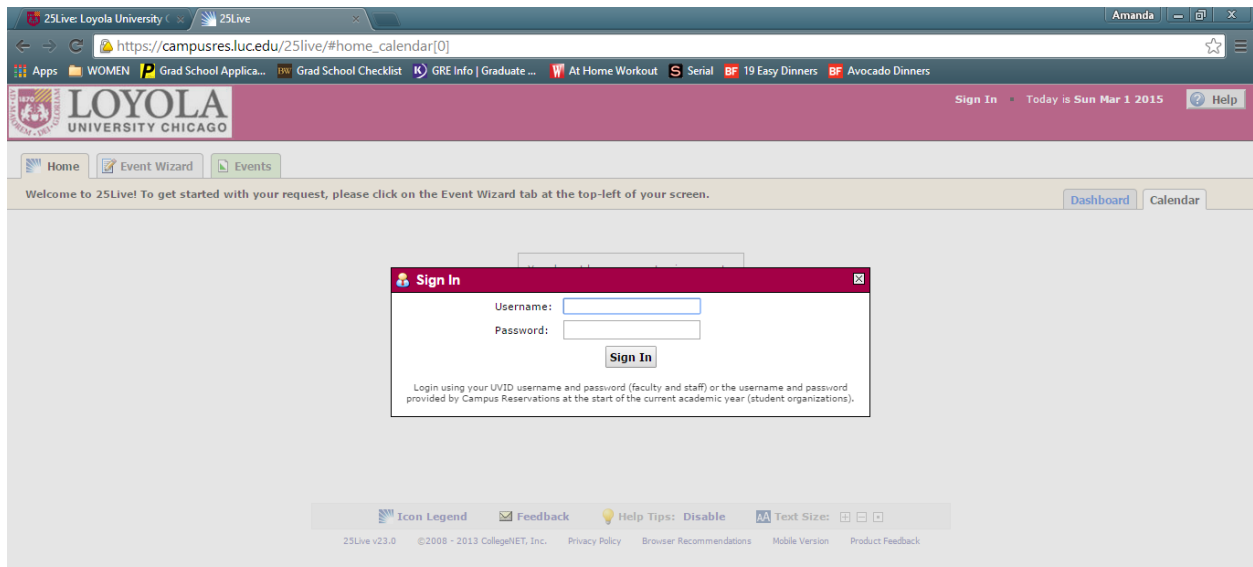
All rooms, tables, and event locations are reserved through Campus Reservations ([campus-reservations@luc.edu](mailto:campus-reservations@luc.edu)) via 25Live.

## HOW TO SUBMIT A ROOM RESERVATION

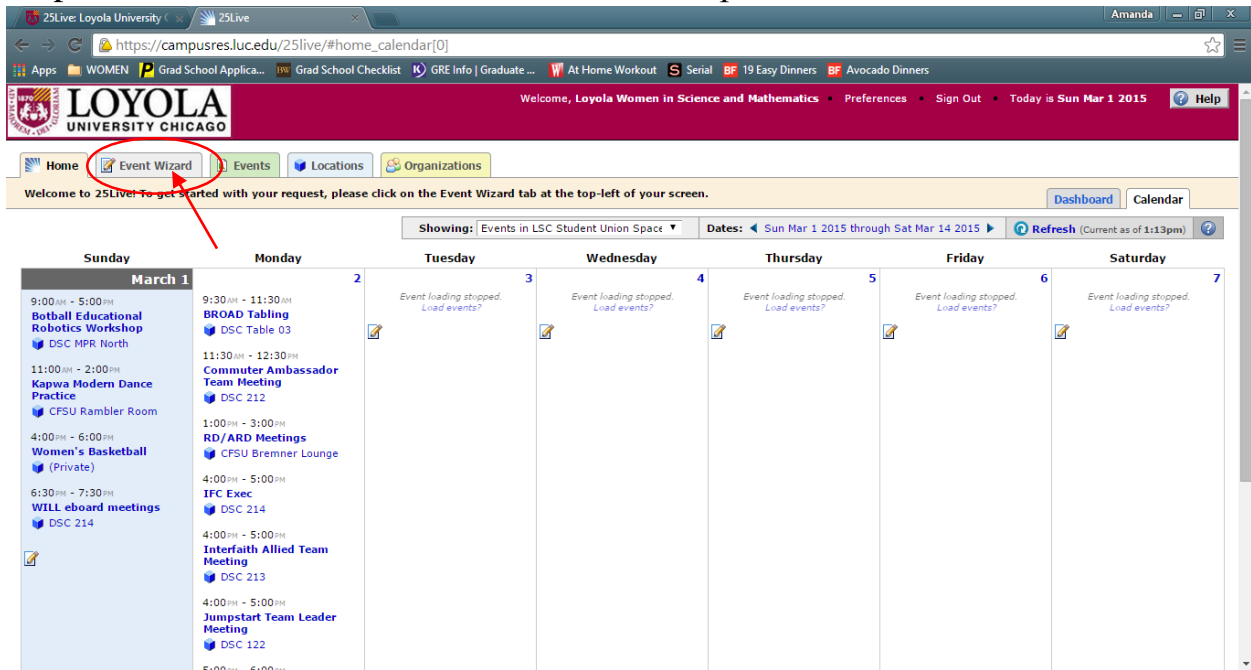
Step 1: The link for 25Live can be found on Campus Reservations website [www.luc.edu/campus\\_reservations](http://www.luc.edu/campus_reservations)



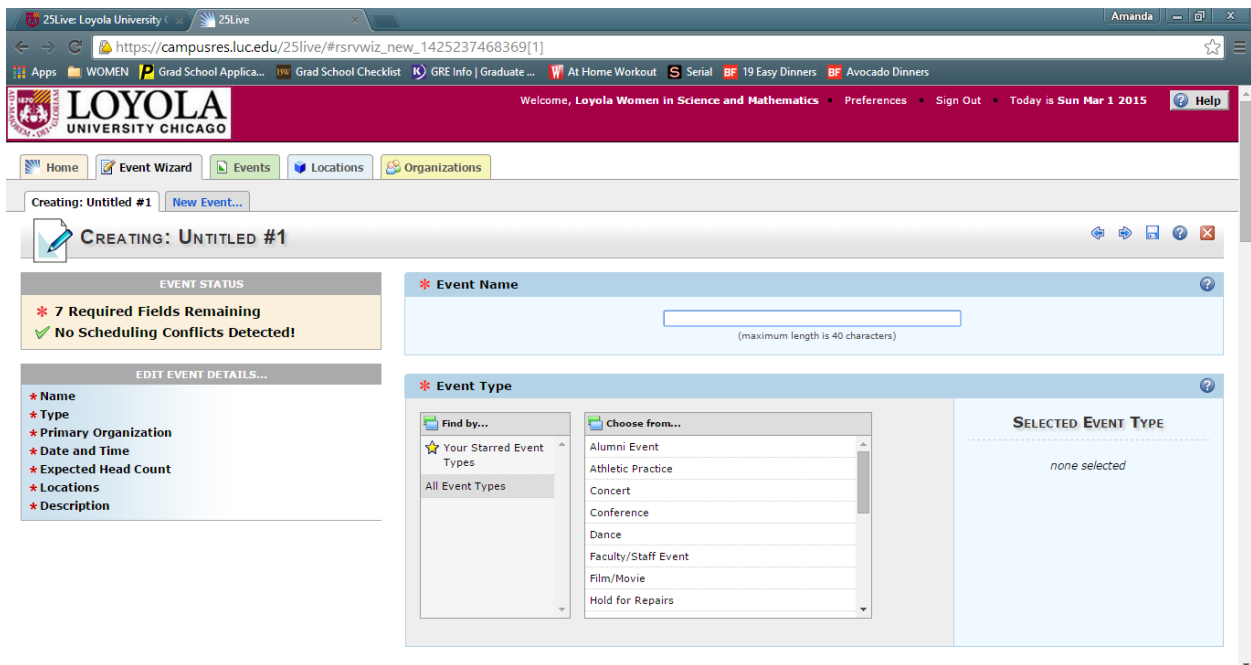
Step 2: Sign into 25Live with your organization username and password.



Step 3: Choose the “Event Wizard” tab at the top of the screen.



Step 4: Answer all of the prompts about your event and submit your request.



\*\*\*Before your Activity Request can be approved, your room must be confirmed, so please make sure to reserve your rooms at least 2 weeks in advance of your event date. Campus Reservations will send a confirmation to your organization email. If prompted by Campus Activities Network to send your room reservation, forward them this email.\*\*\*